FOLSOM MIDDLE SCHOOL
“Home of the Jaguars”
John Bliss, Principal
Lisa Moore, Vice Principal
Michael Bose, Vice Principal

500 Blue Ravine Road
Folsom, CA 95630
Tel. (916) 294-9040
Fax (916) 294-9078

2016-2017
PARENT/STUDENT HANDBOOK

BE SAFE
BE RESPONSIBLE
BE RESPECTFUL
Nondiscrimination in District Programs and Activities

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Folsom Middle School has an automated voice mail system available 24 hours a day, 7 days a week.

Simply follow the instructions and either leave a message for a teacher or staff member, get an update on your student’s homework, or verify an absence.

If you need help, dial (916) 294-9040 during office business hours, and our office staff will be able to assist you.

Office hours: 7:30 a.m. – 4:00 p.m.

Folsom Middle School also has a website: www.fcusd.org/fmsweb/

Be Safe
Be Responsible
Be Respectful
# Folsom Middle School Bell Schedule

## Monday – Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:50</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:50-9:13</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:18-10:10</td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>7th B Lunch: 12:04 – 12:39</td>
</tr>
<tr>
<td>12:09-12:31</td>
<td>Period 3B: 11:12 – 12:04</td>
</tr>
<tr>
<td>12:44-1:36</td>
<td>Period 5B: 12:44 – 1:36</td>
</tr>
<tr>
<td>12:02-12:35</td>
<td>Period 3C: 11:12 – 12:04</td>
</tr>
<tr>
<td>12:09-12:31</td>
<td>Period 4C: 12:09 – 1:01</td>
</tr>
<tr>
<td>12:44-1:36</td>
<td>8th C Lunch: 1:01 – 1:36</td>
</tr>
<tr>
<td>1:41-2:33</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:38-3:30</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

### Lunch Schedule
- **6th A Lunch**: 11:07 – 11:42
- **7th B Lunch**: 12:04 – 12:39
- **8th C Lunch**: 1:01 – 1:36

## Friday Bell Schedule no Homeroom

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:50</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:18-10:22</td>
<td>Period 2</td>
</tr>
<tr>
<td>11:02-11:44</td>
<td>Period 4A: 11:02 – 11:44</td>
</tr>
<tr>
<td>11:49-12:31</td>
<td>Period 5A: 11:49 – 12:31</td>
</tr>
<tr>
<td>11:09-11:44</td>
<td>7th B Lunch: 11:09 – 11:44</td>
</tr>
<tr>
<td>11:49-12:31</td>
<td>Period 5B: 11:49-12:31</td>
</tr>
<tr>
<td>10:27-11:09</td>
<td>Period 3C: 10:27 – 11:09</td>
</tr>
<tr>
<td>11:14-11:56</td>
<td>Period 4C: 11:14 – 11:56</td>
</tr>
<tr>
<td>12:36-1:18</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:23-2:05</td>
<td>Period 7</td>
</tr>
</tbody>
</table>
### AM Assembly Bell Schedule

(45 minutes/class; 35 minutes lunch)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 a.m.</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:50-9:55 a.m.</td>
<td>Homeroom/Assembly</td>
</tr>
<tr>
<td>10:00-10:45 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:50-11:35 a.m.</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>Period 3A: 11:40 – 12:25</td>
</tr>
<tr>
<td>10:31 a.m.</td>
<td>Period 3B: 11:40 – 12:25</td>
</tr>
<tr>
<td>12:04 p.m.</td>
<td>Period 3C: 11:40 – 12:25</td>
</tr>
<tr>
<td>2:43 p.m.</td>
<td>PM Rally Schedule</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>PM Rally Schedule</td>
</tr>
<tr>
<td>8:50-9:38 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:43-10:31 a.m.</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>PM Rally Schedule</td>
</tr>
<tr>
<td>8:50-9:38 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:43-10:31 a.m.</td>
<td>Period 2</td>
</tr>
</tbody>
</table>

#### AM Assembly Bell Schedule Details

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 a.m.</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:50-9:55 a.m.</td>
<td>Homeroom/Assembly</td>
</tr>
<tr>
<td>10:00-10:45 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:50-11:35 a.m.</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>6th A Lunch: 11:35 – 12:10</td>
</tr>
<tr>
<td>10:31 a.m.</td>
<td>7th B Lunch: 12:25 – 1:00</td>
</tr>
<tr>
<td>12:04 p.m.</td>
<td>8th C Lunch: 1:15 – 1:50</td>
</tr>
<tr>
<td>2:43 p.m.</td>
<td>PM Rally Schedule</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>Minimum Day Schedule</td>
</tr>
<tr>
<td>8:50-9:30 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:35-10:10 a.m.</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:15-10:50 a.m.</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:55-11:30 a.m.</td>
<td>Period 4/5</td>
</tr>
<tr>
<td>11:35-12:10 p.m.</td>
<td>Period 6</td>
</tr>
<tr>
<td>12:15-12:50 p.m.</td>
<td>Period 7</td>
</tr>
</tbody>
</table>
PM Friday Rally Schedule

No Homeroom

Period 1
8:50-9:24 (34 min.)

Period 2
9:29-10:03 (34 min.)

<table>
<thead>
<tr>
<th>6th A Lunch 3th Period</th>
<th>Period 3B</th>
<th>Period 3C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:03-10:38 (35 min.)</td>
<td>10:08-10:41 (33 min.)</td>
<td>10:08-10:41 (33 min.)</td>
</tr>
</tbody>
</table>

Period 4A
10:43-11:16 (33 min.)

<table>
<thead>
<tr>
<th>7th B Lunch 4th Period</th>
<th>Period 4C</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:41-11:16 (35 min.)</td>
<td>10:46-11:19 (33 min.)</td>
</tr>
</tbody>
</table>

Period 5A
11:21-11:54 (33 min.)

<table>
<thead>
<tr>
<th>Period 5B</th>
<th>8th C Lunch 5th Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:21-11:54 (33 min.)</td>
<td>11:19-11:54 (35 min.)</td>
</tr>
</tbody>
</table>

Period 6
11:59-12:32 (33 min.)

Period 7
12:37-1:10 (33 min.)


Rally
1:10-2:00 (50 min.)

Return to Period 7 Pick up backpacks
2:00-2:05 (5 min.)

Teachers with 7th period class: Escort and supervise your class in the gym. Teachers with 7th period prep: General gym supervision, especially dismissal.
FMS INTRODUCTION
There is much to be proud of in being a student at Folsom Middle School. You attend the home of the Jaguars, a friendly middle school for sixth, seventh, and eighth grade students. The Jaguars have established a tradition of high academic standards and achievement and richness in extracurricular activities. An educated person in the 21st century must be a critical thinker and problem solver: a person who is a life-long learner, and a responsible citizen. At the middle school level, we believe that the adolescent is in the process of growth and exploration. This is the time to instill an understanding of the important implications of education in our students’ lives. Learners must understand and appreciate the value of a strong work ethic and responsibility, while experiencing the joy of learning. They must experience the outcomes of cooperative effort and relevancy to their daily lives and futures.

Kids learn best when the material is relevant, engaging, and fun. To this end, we will use a variety of instructional delivery strategies in the classroom and individualize instruction as much as possible. Cooperative and active learning will be the norm, with interdisciplinary teaming and a thematic approach to instruction being further developed.

CIVILITY AND MUTUAL RESPECT
Board Policy 1313: Folsom Cordova Unified School District staff will treat parents and other members of the public with respect and expect the same in return. This policy promotes mutual respect, civility, and orderly conduct among Folsom Cordova Unified School District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. Employees, parents, and the public should be free from threat, harassment, intimidation, or harm in person, on the phone, or through written or social media communications. In the interest of presenting Folsom Cordova Unified School District employees as positive role models to the children of district programs, as well as the community, the Superintendent encourages positive communication, and discourages volatile, hostile or aggressive actions. The Superintendent seeks public cooperation with this endeavor.

Any individual who disrupts or threatens to disrupt school operations; threatens the health and safety of students or staff; willfully causes property damage; uses social media to harass, threaten or intimidate, uses loud and/or offensive language; or who has otherwise established a continued pattern of harassment or unauthorized entry on school property, will be directed to cease harassment and/or leave school property promptly by the Superintendent or designee. If corrective action is not taken by the abusing party, the Folsom Cordova Unified School District employee will notify the abusing party that the meeting, conference, telephone conversation or written communication is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

SCHOOL MISSION
To provide the opportunity for all students to learn and grow in an atmosphere conducive to learning and to empower all students to make responsible life choices.

STUDENT EXPECTATIONS
1. Arrive on time to school and classes.
2. Arrive with all necessary school materials.
3. Actively engage in the learning process.
4. Be responsible for keeping the campus clean.
5. Do not bring gum or candy to school.
6. Electronic devices are to be off during class and passing periods. They distract from the learning environment. FMS is not responsible for lost or stolen property.

TOBACCO AND DRUG FREE ENVIRONMENT
FMS is a tobacco and drug free environment. The use of tobacco is prohibited at all times on district property and in district vehicles. The prohibition applies to all parents, employees, students, visitors, and other persons.
WHO’S WHO AT FMS
For a complete and current list of all staff members, please visit the FMS website at http://www.fcusd.org/fms

SCHOOL ROUTINES

Arrivals
Students arriving at school by private vehicle are to be dropped off in the EAST parking lot. Parents may access the east parking lot at the stop light. Only students who ride buses are dropped off and picked up in the West lot.

PLEASE DO NOT DROP STUDENTS OFF IN THE STAFF LOT!
This is the West side of campus, next to Journey Church

Students may not arrive on campus before 8:00 am, unless they are enrolled in Zero Period. School begins at 8:50 a.m. The first bell rings at 8:45 a.m. This is a warning bell. Students have five minutes to get to class. Students arriving after 8:50 a.m. must report to the office and check in before going to class. Students arriving after 9:20 a.m. without a parent’s/guardian’s excuse are considered truant.

Bus Transportation
Riding the bus to school is a privilege, which may be revoked if policies and safety rules are not observed. Students must go directly to the buses as soon as they are dismissed from school. If you misbehave on the bus, you may be suspended from riding the bus for a period of time.

Telephone Use
The telephone in the office is for students to use to call parents only. It is not for general use. Students are requested to be courteous and to limit their phone calls to two or three minutes.

Messages and Deliveries
Due to the volume of requests and multiple classroom interruptions, the office staff will not accept or deliver nonessential personal messages or items such as balloons, food items, flowers, etc. Parents are encouraged to let students assume responsibility for remembering lunches, school items, homework, etc. Balloons, flowers, stuffed animals, etc., intended to signify a special event, will not be allowed on campus during school hours. Students are not allowed to order food or items for delivery to school at any time. Parents/caregivers wishing to deliver food to their student can only deliver food for their student (no group pizza, cakes, cupcakes, etc. All deliveries must be delivered to the main office.

ATTENDANCE POLICY
Beginning with the 1998-99 school year, the State of California moved to a positive attendance accounting system. This means that schools will only receive daily funding for students who are physically present at school. Any student absent ten or more days will be asked to provide medical verification for each subsequent absence (or may submit chronic illness verification from physician). We respectfully request that you schedule appointments (medical or dental) at the beginning or end of the day when possible, and have students attend classes the other part of the day.

All absences must be cleared by a parent or guardian either by phone or written message. Absences that are not cleared within three days are considered truancies. Please call (916) 294-9040 to clear all absences.

ATTENDANCE PROCEDURES
Per FCUSD Board Policy 5113, and California Education Code sections 48205 and 46014, a student’s absence shall be excused for the following reasons: personal illness, quarantine under the direction of the county or city health officer, medical, dental, optometry, or chiropractic appointments, or attendance at funeral services for a member of the immediate family. Upon advance written request by the parent/guardian and the approval of the principal or designee, “justifiable personal reasons” (coded “JPS”) including but not limited to: appearance in court, attendance at a funeral service (excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state), observation of a holiday or
cere

ceremony of his/her religion, attendance at religious retreats not to exceed four hours per semester, participation in religious instruction or exercises in accordance with district policy (in such instances, the student shall attend at least the minimum school day and shall be excused for this purpose on no more than four days per school month). All other absences for which a parent/guardian seeks to have his or child “excused” (coded PPA) will require a written request in advance by the parent/guardian and the approval of the principal or designee.

We understand that many families need to make arrangements months in advance for their vacations and other family obligations. Please review the instructional calendar when planning for vacations and other events that may cause your child to miss school. The 2016-2017 school year calendar is available at http://www.fcusd.org/fms and on the district website (www.fcusd.org).

TRUANCY: The student is absent for 30 minutes or more without a valid excuse.

EARLY DISMISSAL:

a) Parent may call the school or send a note (note is preferred) with the student, stating student’s name, date of early dismissal, and reason.

b) Student takes the note to the office before school begins where he/she is given an early dismissal slip. This slip is signed by the parent and returned to the school office on return to school or the next day.

Students arriving late, from an appointment or due to a tardy, must check in with the front office before going to class.

INDEPENDENT STUDY

If you know in advance your student will be absent for five (5) or more school days, please call your child’s counselor or the school’s attendance clerk to obtain a Short Term Independent Study Contract. Please provide the office with a minimum of five (5) days notice prior to your need to go out on a short term independent study. The earlier the better. The time away must be a minimum of five (5) school days with a maximum of fifteen (15). Both parent and student must come in to the office to sign the Independent Study contract, which will then go to the principal for approval. The student is required to complete the work provided in its entirety and return their packet to the office before school on the day they return or the contract will be null and void.

Upon the return of the signed contract, the counselor or clerk will arrange to have work collected from teachers and ready for pick up on the last day of the student’s attendance prior to the absence. Due to an emergency or illness, independent study may be used on a short-term basis (an absence no fewer than five [5] days and not to exceed ten [10] days) to ensure that the student is able to maintain academic progress in his/her regular classes.

ILLNESS

Students who become ill at school will be sent to the office, their parents will be notified, and arrangements made for the child to go home. All students will have an emergency card on file listing the name of the preferred physician, location and telephone number of parents and a friend or relative to be reached in case of an emergency. Please notify the school immediately if there is a change of address, phone number, etc.

MEDICATION

Per FCUSD Board Policy 5141.21, the school does not supply medication of any type. The student’s parent or guardian must provide all medication needing to be taken at school. This includes all prescription and over the counter medication including but not limited to: non-aspirin type pain relievers, cough drops, antacids, creams, and ointments. Students are not allowed to have medication in their possession at any time. Students with asthma are allowed to carry an inhaler only if there is a written statement from the child’s physician indicating that it is necessary for the student to carry an inhaler on his/her person. Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. The school nurse or other designated school personnel will administer the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician) and parent for prescription medication. (form available through Health Program Dept)
- A district medication consent form signed by the parent/guardian for over-the-counter-
medication. (form available through Health Program Dept)

- The medication is sent to school in the original over-the-counter or pharmacy prescription container.
- Medications shall be brought to the school office by a parent/guardian, or designated adult.
- All medications shall be held in the school office, in a secure location, in the original container labeled with the student’s name.
- Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.
- Parents are responsible to pick up any remaining medications at the end of the school year, or the left over medications will be discarded.

**NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE ABOVE PROCEDURES! (Ed. Code 11753.1)**

**ACADEMICS**

**Process for Resolving School Issues**

FMS procedures are different from the elementary school model. In the elementary school model, the parents contact the principal directly. At the middle school level, this is not the best or prescribed process for addressing and resolving issues. The Folsom Middle School process is a defined four-step and progressive process.

**Step 1:** Contact the teacher directly (by phone, email or letter) because there are two sides to every issue.

**Step 2:** Contact your student’s counselor (they have access to information about your student’s status and progress).

**Step 3:** Contact the appropriate Vice Principal per first letter of student’s last name.

**Step 4:** If you have completed the previous three steps, and your problem/issue still needs to be addressed, then contact the Principal.

Parents are apprised of their student’s progress approximately every four weeks in the following ways:

- Report cards will be posted on PowerSchool at the end of each trimester.
- All teachers will upgrade PowerSchool grades the 4th week of each trimester.
- Deficiency Notices will be posted on PowerSchool during the 8th or 9th week of the trimester. Deficiency notices are given for any grade of C- or lower.
- The final trimester report card will be posted on PowerSchool at the end of the trimester.

**WEEKLY PROGRESS REPORTS**

We encourage all parents to use PowerSchool to access information regarding grades, attendance and daily assignments. For those without internet access, our progress report process will remain in place. This is a parent-initiated progress report. The process is as follows: parents must call the Weekly Progress Report hotline, (916) 294-9040, each week that they want a progress report no later than 3:00 p.m. on Wednesday afternoon. It is suggested that parents provide an incentive for their student to have it filled out by each teacher and bring it home on Fridays.

**PROMOTION POLICY**

Concern for students who are not performing at grade level has resulted in laws that require California schools to retain students who have not demonstrated mastery of English and math standards. The criteria being used to determine mastery include earning passing grades in English and math, with an overall three trimester minimum average of a “D” in both English and math, and/or scores on state standardized assessments.

Folsom Cordova Unified School District Board Policy 5123 also outlines requirements for earning a middle school promotion certificate (8th graders). To be eligible for a promotion certificate, students must pass at least fifteen of eighteen trimester classes, as well as meet the above criteria for promotion, during the eighth grade year. A student forfeits a certificate after receiving a cumulative total of four “F” grades on report cards in any subject during the school year or by failing to earn an overall three trimester average of 1.0 in both **English and Math** and will not be allowed to participate in any promotion activities such as the ceremony and the any other activities at the end of the year.
Counselors will notify students and parents of a student’s risk of retention as soon as the data is available. At the end of each trimester, counselors will view grades and determine if any new students are at risk and parents will be notified of the student’s status for promotion. Attendance in, and successful completion of, summer school may be a requirement for promotion from the 8th grade to high school. **Parents and students are encouraged to stay current with assignments and grades. Contact the teacher directly if there are concerns.**

END OF YEAR ACTIVITIES

The End of the Year Activity is a privilege and opportunity to celebrate the year’s successes. These activities may include: the end of the year trip, promotion dance, and promotion ceremony. In order for students to participate in these activities, the following criteria must be met.

Students may not have:
- Five (5) or more citations
- Two (2) or more class suspensions in the third trimester
- No Administrative suspensions in the third trimester

**Administration reserves the right to final determination re: students participating in end of year activities**

Eligibility for participation in enrichment or extra-curricular end of the year activities may be denied for students who have not cleared all debts.

ACADEMIC HONESTY

*Per FCUSD Board Policy 5131.9,* Folsom Middle School believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. It is expected that students will not cheat, lie, plagiarize*, or commit other acts of academic dishonesty. This includes the sharing of information for others to cheat, lie, or plagiarize.

Minimum consequences for academic dishonesty, prescribed by our Student Conduct Code, include a failing grade on the assignment and parent notification. Maximum consequences may include a five-day (5) suspension, failing grade in the course, and recommendation for expulsion.

*Webster’s New World dictionary, third College addition, defines the word “plagiarize” as “to take ideas, writings, etc. from another and pass them off as one’s own”.

HOMEWORK POLICY

*Per FCUSD Board Policy 6151,* the Governing Board and the faculty and staff of Folsom Middle School, recognize that homework contributes toward building responsibility, self-discipline, and life-long learning habits; and that time spent on homework directly influences students' ability to meet the district's academic standards. As such, homework will be assigned to provide students with the independent practice necessary to successfully master grade level content standards and complete course expectations. Homework will be assigned on a regular basis in most subject areas and may vary in quantity.

The recommended amount of homework assigned to students varies as students progress from elementary to middle to high school.

Homework will be assigned with the following purposes in mind:

**PRACTICE**
To improve speed or accuracy; to internalize skill or meaning;

**MAKE CONNECTIONS**
To prepare students for new content or to have them draw on connections between prior experience and the new learning

**ELABORATE ON OR EXTEND**
The student might conduct research, compare and contrast topics, construct an argument, or prepare visual/graphic learning organizer or representation of the skill or concept.

Parental involvement in homework should be limited to facilitating homework. Given that parents know their children best, we encourage our parents to dialogue with their child’s teacher with questions regarding homework.

**MAKE UP ASSIGNMENTS**
Students returning to school after excused absences are entitled to make up missed assignments for full credit within a reasonable amount of time. The normal time allowance is **two** days or a reasonable amount of time for each day of absence. It is the student’s responsibility to arrange for make up work and complete homework. **Homework as well as classroom assignments are available to parents by logging onto their teachers’ websites and going to the “Class” page. All assignments may not be available**
ATHLETICS

ACTIVITY AND ATHLETIC TEAM PARTICIPATION ELIGIBILITY
1. All students must receive a “C” (2.0) grade point average in the previous grading period in order to remain eligible for activities or athletics.
2. The use or possession of drugs and/or alcohol will result in an automatic suspension from a team for the remainder of the season. Conduct deemed as detrimental to the team can result in dismissal from the team. Examples include but are not limited to harassment, insubordination, and poor attendance. The final determination of the athlete/student’s status will be made during a formal hearing that will be convened by the Principal or Principal Designee and the Athletic Director.
3. Related to off campus suspension, no student may participate in athletics or attend an athletic event or activity for the duration of an off campus suspension.
4. Any athlete that is dismissed or quits a team will be deemed ineligible until the current sport/season is over, unless otherwise determined by the Athletic Director and head coach.
5. Any student absent from school for three (3) or more periods of the day of the event will not participate in the event that day.
6. Students that are on a P.E. medical release and unable to participate in P.E. will not be eligible to participate in an athletic event until they provide a release from a doctor.

ATHLETIC TEAM SELECTION PROCESS
We use a tryout procedure for all sports requiring a selection process. Each selection cycle lasts a minimum of two (2) days and consists of a coach observing and assessing each athlete’s level of competence in a variety of skills associated with the given sport. After these initial two (2) days, the team is either selected or cut to a smaller number. Those athletes who make the first cut are observed for one or more additional days until the final team is selected.

Each athlete is expected to be present for both of the initial two (2) days of tryouts (prior to any cuts). If an athlete is only available for one of the two days, the coach will make a decision based on his or her assessment of the athlete’s skill level as observed and assessed on the one day of participation in the tryouts.

Athletes who are absent from tryouts both of these first two days will generally be ineligible for the team. In situations in which the cause of the absence is unavoidable and non-discretionary (i.e., out of state due to a death in the family), the athlete may, in writing, request consideration for an alternate time of observation and assessment. The coach, athletic director and principal would need to agree that the circumstances surrounding the athlete’s absence warrant special consideration.

SCHOOL POLICIES

HALL PASSES
Students are not permitted outside the classroom during class periods unless they are accompanied by a teacher or have a hall pass in their possession. Hall passes must be signed and timed by the teacher, administrator or office staff. If you need to see a teacher at lunch, you must get a pass from that teacher prior to your appointment. Hall passes may only be used with a teacher or administrator’s permission.

DANCE/ACTIVITY GUIDELINES
Folsom Middle School dances are for Folsom Middle School students only. All school rules, including dress code, apply at school dances. Students must attend school the day of the dance/activity in order to be eligible to participate. Any exceptions must be pre-approved by an administrator. No tickets will be sold after lunch hour the day of the dance. Students must arrive at dances no later than 30 minutes after the start of the dance. Students will be released at the end of the dance. Students leaving before the close of the dance must be signed out by a parent. Students will act as responsible young adults. If a student’s behavior is inappropriate, his/her parents will be contacted and the student will be removed from the dance. In an effort to provide guidelines for acceptable behavior and an appropriate atmosphere for our young people at school dances, freaking (dance movements simulating sexual behavior) will not be permitted.
Students:
- Are expected to face their partner at all times (no back to front motion).
- Must maintain a 4-6 inch space between partners.
- May not engage in “leg-wrapping.”
- With the exception of feet, one may not place body parts on the floor.
- May not engage in grinding, moshing or body surfing.
- May slow dance as long as all other rules are followed.

Students who fail to follow these guidelines will be given one warning, at which time their wristband will be removed. Additional violations will result in the student being removed from the dance. All-class dances are scheduled for this year.

**BICYCLES**
Bicyclists are to go directly to the bike racks to park and lock their bikes. They should be locked at all times. In order to ensure security of all students’ property, we disallow students from congregating in and around the bike racks. Students are to follow the bike path and are not allowed to ride their bikes in the parking lots or across campus. Students are to follow all laws regarding bicycles. Any student violating these regulations may have their bicycle privileges removed. **FMS is not responsible for lost, damaged, or stolen property.** Folsom Police Department may cite students who fail to follow helmet laws.

**SKATEBOARDS/SCOOTERS**
Students who skateboard/scooter to school must disembark from their skateboard/scooter immediately upon arriving at school. We offer a secured holding area for these items, located directly across from the main office. Folsom Middle School will not take responsibility for broken, lost, or stolen skateboards or scooters. **Students may not ride skateboards, scooters or bicycles on campus at any time.** Anything gas or electrically powered is not allowed at school. **FMS is not responsible for lost, damaged, or stolen property.**

**TAGGING/VANDALISM**
Folsom Middle School prohibits tagging (graffiti) on any items including, but not limited to: notebooks, books, binders, clothing, homework, desks, classrooms, and lockers. Vandalism is a suspendable offense and will be handled through school discipline policy as well as referral to local law enforcement.

**CARE OF THE BUILDING**
We take pride in our school buildings and school grounds outside and do everything that we can do to keep them clean and attractive. Students are expected to pick up all paper and litter from the classroom and hallway floors at the end of each period. Please be a responsible citizen and pick up paper and rubbish when you see it instead of walking by. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. **The law specifically holds parents and students are responsible for damage to school property or materials loaned to students.**
BULLYING / HARASSMENT

In accordance to Board Policy 5131.2, the Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission of harassing communications, including offensive, hostile or obscene language, direct threats, intimidation, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's procedures outlined in the Student Conduct Code.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Any student who engages in bullying on school premises, or off campus in a manner that causes, or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

“Bullying” is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (as defined by www.stopbullying.gov) We are dedicated to do all we can to stop this type of misbehavior whether it is based on gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle harassment complaints firmly, quickly, and with the utmost confidentiality in order to protect students.

Sexual harassment, in any form, may result in expulsion (removal from the schools of this district). All students should understand that sexual harassment can mean anything from teasing and name calling to gender-related comments - either male or female. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary
action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. (BP 5145.7)

It is especially important students help stop this and other types of misbehavior by reporting such incidents to an adult immediately. We need your cooperation and help in making this a safe, orderly, and friendly school for all students. If you see any type of harassment, let your teachers or the administration know about it. You may also report any incidents quickly and anonymously on the “FMS Bullying Report Form” found on the FMS webpage. Additional reporting can be done through the “Report Bullying” Form on the District FCUSD.org website.

ARTICLES NOT ALLOWED IN SCHOOL
Articles that interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. Such items include, but are not limited to: laser pointers, cameras, radios, IPods, personal game devices, etc. If brought to school and used inappropriately, they will be confiscated and returned to the student at the end of the day on a first offense; items will be returned only to a parent on subsequent offenses. For safety purposes, earbuds/headphones are not allowed to be worn at any time on campus.

CAFETERIA
Please WALK to the cafeteria. Please wait your turn in line, and do not cut in front of other students for any reason. Backpacks are to be stored under the table and may not be left in the aisles. Before being dismissed from a lunch table, we ask all students to let a cafeteria supervisor know they’re ready to leave by raising their hand, and then to take care of their trash appropriately. Applications for free and reduced lunches are available in the office. See Additional Lunch Time Rules in section V. Miscellaneous.

COUNSELING
Guidance services are available for every student in the school. These services include help with academic performance, class selection, interpretation of test scores, career and occupational information, group guidance, study organization, help with home, school and/or social concerns or any question the student may feel he/she would like to discuss with the counselor. If you need to talk to your counselor, ask your teacher for a pass to the office to fill out a visitation request. The counselor will call for you as soon as possible. Your child’s counselor can be reached via email at any time from the school website under “Administrative Staff.”

STUDENT ASSISTANCE
Parents are expected to contact teachers individually first if they have a concern. The next step is a conference if group clarification would be beneficial. These conferences are generally held before or after school. Conferences with individual teachers can be scheduled before or after school or during prep time by making an appointment with the teacher directly.

Counselors are available to assist students and parents in meeting academic, social and emotional needs. Several services are available through the counseling offices to keep parents informed of student progress:
◆ The Jagenda will, on a daily basis, provide the parent with information regarding homework for each class. The planner is carried to school daily by the student.
◆ Power School is an online information system for students and parents. Families will receive an access code to set up an account where they may view attendance reports, school and class calendars, grades, homework and much more for their students.
◆ Families without internet access may request a Weekly Progress Report by calling (916) 294-9040, each week by 3:00 pm on Wednesday. This form does not require teachers to calculate grades (grades are provided every 4 weeks in the student’s Jagenda) and will be ready for student pick-up on Friday morning. The student will present the form to the teacher and the teacher will indicate whether the week’s assignments were completed and turned in. Citizenship may also be noted.
2016-2017 OPPORTUNITIES FOR EXTRA HELP at FMS
(Subject to change)

MATH Resources:
The website for Courses 1, 2, and 3 is www.connected.mcgraw-hill.com.
The website for Integrated Math 1 is http://resources.carnegielearning.com.
Math teachers will provide students with their username and password.

HOMEWORK CLUB (fee-based):
Homework Club meets Monday through Thursday, 3:45 to 4:45 pm, in the library. A credentialed teacher from FMS is available for homework assistance in all subject areas. Textbooks are available. Students must pre-register and pay a small fee. Registration form is available under “Contents” on PowerSchool. Students sign in and out while attending. Your own transportation must be arranged.

ACCESS HOMEWORK AND GRADES FROM HOME:
PowerSchool -- Parents and students are assigned an access code (when the child first begins Folsom Middle School) to set up an account to view assignments and grades from home. Contact Karen Lewis at klewis@fcusd.org if you need assistance with PowerSchool.

WEEKLY PROGRESS REPORTS:
Parent initiated -- Call (916) 294-9040 WEEKLY before 3:00 pm on Wednesday. Hotline number is open 24/7 for sign ups. The form is delivered to student 2nd period on Friday. Student takes to each teacher to be filled out.
♦ Weekly Progress Reports are not available on a Friday before Jagenda Grade Checks, Deficiency Notices or Report Cards.
♦ Students are also welcome to use the library computers during lunch to print out grade reports if they do not have internet access at home.

FMS WEBSITE
http://www.fcusd.org/fms
Stay updated with school events, access the Student Handbook, email/voicemail info for all staff, newsletters, daily bulletins, teacher websites and school calendar. Visiting this website regularly is an easy way to stay connected from home or work with all areas of Folsom Middle School.

LIBRARY
The purpose of the library is to provide resource material and a place for students to work quietly. All students are encouraged to use the library. Assuming funding, our library will be open daily for class use from 8:00 a.m.-3:30 p.m. Students will be held financially responsible for any lost or damaged materials they have checked out of the library. Students must present a student pass to be admitted to the library during class time or lunch time.

STUDENT TRANSFERS
Students transferring out of Folsom Middle School are to obtain a “Transfer Clearance Slip” from the office before school starts on their last day of attendance. A written note from the parent/guardian should be sent with the student requesting the transfer. It is most helpful if the note indicates the student’s new address and school.

The transfer clearance slip is taken to each teacher for a withdrawal grade and the teacher’s signature. At the end of the day, all textbooks are to be turned in to the librarian. The clearance slip is then returned to the Office for a final signature. A copy of the clearance slip will be given to the student to be presented to the new school administration office.
GENERAL INFORMATION

SCHOOL NURSE/HEALTH ASSISTANT
The nurse is available on a part time basis for students with medical emergencies and problems arising during school hours. Students are to obtain a pass from your teacher before visiting the nurse in the main office.

TELEPHONES
The office telephone, as well as telephones in the classrooms, is for the use of the staff only. The counter telephone in the office is available for students to call parents. **Students may only use the telephone with a pass from a teacher or during their lunch break.** It is only in the case of an emergency that the office will accept calls for students, and send a message to the student via a T.A.

CELL PHONES/CAMERA PHONES

**POSESSION AND USE OF CELL PHONES AND OTHER PERSONAL ELECTRONIC SIGNALING DEVICES--FCUSD Board Policy 5131**

Though students may carry cell phones on campus for their use before or after school, they must be turned **OFF** and **OUT OF SIGHT** during instructional time, including class time and passing periods. However, teachers may permit students to use their cell phones or a personal electronic device in class as an instructional device with teacher supervision. Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy, creates a safety risk, or compromises the integrity of its educational programs is strictly prohibited. Students may use their cell phone during their lunch break. **For safety reasons, earbuds or headphones are not allowed at any time while on campus.**

If the device is used at an inappropriate time, it will be confiscated and turned in to an administrator. Students may claim their item after school on their first offense. On subsequent offenses, a parent/guardian will be required to pick up the device from the school. A student who violates this policy may be restricted from possessing a personal electronic device at school or at school related events. Repeated violation of this rule may result in detention/suspension.

**The school takes no responsibility for the loss or damage of such devices.**

CAMERAS AND CAMERA PHONES
Cameras or phones with camera features may not be used by students to take photographs or video while on campus without prior permission granted by the administration. Students participating in Yearbook **may** take photographs of other students **only** with prior permission from the administration or adviser.

TECHNOLOGY USE

**COMPUTER AND INTERNET USE**
Folsom Middle School is continually striving to incorporate the latest technology within our classes. With this investment in technology and the need to keep our computer systems in excellent condition, it is important that we establish and maintain the highest level of respect for this equipment.

**All students shall abide by the following technology rules:**
1. Use the Folsom Middle computer facilities for educational purpose only, and remain on task assigned by the teacher.
2. Utilize the hardware and software in an ethical manner. This implies respect for the security and privacy of students, teachers, and computer systems, and prohibits illegally gaining access to the network, hardware or software.
3. Send to the printer only those assignments requested by the teacher.
4. Do not take or copy any copyrighted and/or patented software or part thereof, and acknowledge that it is illegal to do so.
5. Do not copy another person's program or part thereof.
6. Do not to bring any disks/flash drives into the class without prior approval from the teacher, in addition to not installing any program or software, shareware program included, on the computer system including loading or creating computer viruses, in addition to installing games on the computer or using the computer for game playing.
7. Accept personal responsibility for reporting any misuse of the computer, equipment, or network to the teacher.
8. Have neither food nor drinks in the classroom.
9. Abide by the District’s Internet Use Policy while using the Internet. Sites visited may be monitored by the district.
10. Avoid using Electronic Mail to transmit threatening, obscene, or harassing materials. Folsom Middle School reserves the right to maintain the Electronic Mail on all campus computers, which may include monitoring messages.
11. Not disrupting any of the Folsom Middle School networks as a whole or any equipment or system forming part of its systems, or any services provided over, or in connection with, any of the Folsom Middle School networks.
12. Download only those files approved by the instructor and move them to personal disks or personal directory as soon as possible. Purging of files may be required by the teacher.

Folsom Middle is connected to the Internet through several locations on campus. All students must abide by the Internet Use Policy (FCUSD #6118.01) as signed and agreed to during the registration process. In return for providing this access, students agree that school rules apply for behavior and communication and include, but are not limited to:
- using polite and appropriate language in messages
- maintaining security for their own or anyone else’s personal address, phone number, or password
- recognizing that e-mail is not guaranteed to be private
- using the network in ways that do not disrupt network use for other users
- not harming or destroying data or software of another user (altering, moving, deleting, tampering, viruses, etc.)
- not taking or copying data from a computer system or network unless authorized to do so.
- not accessing the email of others.

Any violations of the above provisions may result in school disciplinary action including the revoking of computer access, and possible appropriate legal action.

**VISITING THE SCHOOL**

Adult visitors are welcome and encouraged to visit Folsom Middle School. All adult visitors must request in writing all classroom visitations. Once approved by the Principal, all visitors will sign in with the front office prior to visiting. As a professional courtesy to our teachers, office staff will notify your child’s teachers that you will be visiting. The campus is CLOSED to all student visitors from other schools.

**CLOSED CAMPUS**

Once the students are on campus in the morning, they may not leave the campus property for any reason unless they sign out in the office, and have an early dismissal slip. Closed campus violation will result in Saturday School being assigned.

**SCHOOL INSURANCE**

FCUSD does not carry insurance to pay for accidental injuries sustained by a pupil. A voluntary insurance program is provided for those desiring or requiring such protection through Student Insurance Agency, underwritten by National Union Fire Insurance Company. The district does not recommend any particular program. It is suggested that each parent review their family or group policy to determine whether or not it meets with their particular needs. Individual coverage must comply with the education code section with regard to student athletics.

The coverage offered by Mutual of Omaha is limited. It does not provide full coverage. Only those who cannot obtain adequate family or group coverage should utilize it.

An information packet will be available at the student schedule pick-up day in August.

**CLUBS, RECOGNITION, AND ACTIVITIES**

(Students must maintain a 2.0 grade point average to participate in extracurricular activities.)

**STUDENT OF THE MONTH:**

These awards are given by classroom teachers and staff members to recognize students for citizenship, academic improvement or for special contributions to Folsom Middle School.

**TRIMESTER AWARDS:**

Superior achievement in academics and behavior is recognized each trimester.

**8th GRADE AWARDS:**

Students who have earned a cumulative Grade Point Average (GPA) of 3.75 to 4.0 since 7th grade.

**HONOR SOCIETY:**

The Folsom chapter of the National Junior Honor Society is an organization which gives recognition to students who excel in scholarship, character, leadership, citizenship, and service. Students qualify for 8th grade
participation based upon three consecutive trimesters during their 7th grade with a Grade Point Average (GPA) of 3.75. During the 8th grade, students must maintain a minimum of a 3.75 GPA and outstanding citizenship grades. In addition, students must complete nine hours of community service.

**YEARBOOK:**
Selected students may contribute to producing the Folsom Middle School yearbook by participating in this club.

**STUDENT COUNCIL:**
The Student Council is organized to govern student affairs. The members of the Student Council are elected by the student body to represent student views. The Council handles all student body finances and directs all student activities with the assistance of its advisor.

**W.E.B:**
W.E.B. Helpers are selected through a process that begins with application and staff recommendation. These students provide assistance to other students in terms of listening, being buddies to new students, helping students solve problems, and directing students to other available resources.

**MATH CLUB:**
Students participate in math competitions against other middle schools and learn math while playing math games in this club.

**HISTORY DAY:**
Students conduct an historical research project on a topic they are personally interested and present their project at the District competition. Most of the research is done on the student's own time at home, at the library and beyond with guidance from our site History Day coach. History Day typically starts in the fall with topic selection and source gathering and culminates in March at Sacramento County History Day. Students may advance to the State finals in April and to Nationals in June.

**SPELLING BEE:**
Held annually in the fall, the winner goes on to participate in the Sacramento County Regional Spelling Bee.

**NATIONAL GEOGRAPHIC BEE:**
Held annually in the fall, students may participate in the National Geographic Bee to test their knowledge of world societies, regions, natural features and human interaction.
FMS DISCIPLINE PLAN

Be Safe, Be Responsible, Be Respectful

PHILOSOPHY:
Folsom Middle School is a student centered middle school in which students continue their development into caring, responsible young adults. It is our aim to set the limits and consequences that foster an environment in which all students are safe and in which all students may learn.

STUDENT RESPONSIBILITY:
Making positive decisions and, above all, cooperating with others, are all conducive to a good educational atmosphere. Therefore, students are expected to:
1. Be responsible for their actions, damages or loss to school property (desks, books, etc.)
2. Behave with courtesy and respect toward all others
3. Know and follow school policies and procedures
4. Complete any assigned work neatly, legibly, properly, and on time
5. Wear clothing of a clean, neat, and modest nature (see Dress Code)
6. Take proper care of school facilities, giving attention to cleanliness and safe, healthy behavior
7. Be on time to all classes and be prepared with materials and completed homework.

PARENT RESPONSIBILITY:
1. Know and support the basic goals and philosophy of the school
2. Support enforcement of school policies and procedures
3. Ensure the regular and punctual attendance of their child
4. Notify the school promptly regarding their child’s absence either by telephone or in writing
5. Keep their student’s emergency card information up to date throughout the school year
6. Respond as soon as possible to communications sent by the school that require a parent signature or response
7. Make critical judgments about the child’s involvement in extra-curricular activities which might interfere with academic progress
8. Attend parent-teacher conferences and Back to School Night programs
9. Monitor as necessary homework assignments, deadlines, and graded work
10. Provide opportunities for individual help if their child is having difficulties.

TEACHER RESPONSIBILITY:
1. Provide each student with a written copy of any course requirements and grading policy, and the opportunity to achieve those learning objectives
2. Systematically evaluate the student’s progress
3. Notify the student and parent when it becomes evident that the student is failing the course, or that his/her progress has significantly declined
4. Model appropriate behavior for students
5. Encourage good study habits
6. Provide opportunities for individual help for any student having difficulties
7. Apply and enforce policies fairly and consistently
8. Respond to parent phone calls in a timely manner.

ADMINISTRATOR RESPONSIBILITY:
1. Be available to staff, students, and parents on a timely basis
2. Ensure that policies are followed and enforced
3. Inform staff, students, and parents about school and district discipline standards, attendance policies, and other procedures
4. Counsel students and parents when appropriate
5. Refer all parent concerns first to the teacher for resolution
6. Supervise efforts to maintain the academic standards adopted by the Board of Education
7. Provide leadership that will establish, encourage, and promote good teaching and learning
8. Provide prompt and equitable handling of grievances and ensure due process of all parties
9. Be a visible and positive role model for the school community.

DISCIPLINE POLICY

This policy will cover misconduct in five basic categories:
I. Suspension/Expellable offenses defined by California Education Code
II. School-wide behavior (citations)
III. Classroom Behavior (Due Process)
IV. Attendance (Truancies, Class cuts)
V. Miscellaneous (Dress code, Field Trip Policy, Activity Field Policy, Saturday School, In-house Suspension, Outside Suspension, Opportunity Program)

I. CAUSES FOR SUSPENSION

LEVEL I & LEVEL II OFFENSES

SB813 – California Education Code 48900

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur AT ANY TIME, INCLUDING BUT NOT LIMITED TO any of the following: 1) while on the school grounds, 2) while going to or coming from school, 3) during lunch period, or 4) during or while going to or coming from a school sponsored activity.

A. Caused, attempted to cause, or threatened to cause physical injury to another person.
   This includes fighting on school property, on the way to or from school, and attempting to incite or provoke other students to fight.

B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. This includes bringing onto school grounds or being in possession of fireworks of any kind (including firecrackers, poppers, etc.)

C. Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind.

D. Unlawfully offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (Lookalike)

E. Committed or attempted to commit robbery or extortion.

F. Caused or attempted to cause damage to school property or private property.

G. Stole or attempted to steal school property or private property.

H. Possessed or used tobacco or any tobacco products containing tobacco or nicotine products.

I. Committed an obscene act or engaged in habitual profanity or vulgarity. This includes pantsing (pulling down the pants of) or mooning (lowering pants to show off bare buttock) another individual.

J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This may include tampering with report cards, hall passes, or other school records (i.e.: forging parent/guardian signature on deficiency notices, parent notices, etc.), bringing to school or being in possession of water guns,
balloons, or other toys considered inappropriate, gambling in any form, etc.

L. Knowingly received stolen school property or private property.
M. Possessed an imitation firearm. As used in this section, “ imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
N. Committed or attempted to commit a sexual assault or committed a sexual battery.
O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

48900.2 Committed sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

48901.5 (a) No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees, without the prior consent of the principal or his or her designee.

LEVEL THREE OFFENSES
(Recommendation for Expulsion is Mandatory)

In addition to suspension from school, a principal or the superintendent shall recommend expulsion for each of the offenses listed below unless the principal or superintendent finds that expulsion is inappropriate due to the particular circumstances. This finding must be included in the report of the incident. Level Three Offenses must be committed at school or at a school activity off school grounds.

1. Caused serious physical injury to another person (“serious” is defined as “requiring medical intervention”), except in self defense.
2. Caused, attempted to cause, or threatened to cause physical injury upon school staff/personnel, or any adult volunteer performing duties of school staff.
3. Possessed any knife, explosive, or other dangerous object of no reasonable use to the student.
4. Alcoholic beverages and controlled substances. The first offense of less than one ounce of marijuana other than concentrated cannabis, with no prior school suspensions, may result in an action other than recommendation for expulsion; specifically, five day suspension, administrative transfer to another school, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.
5. Providing for the use of, and/or inhaling, consuming, or attempting to consume any substance not intended for human consumption that may cause harm to oneself or others.
6. Committed or attempted to commit robbery or extortion.

LEVEL FOUR OFFENSES
(Expulsion is Mandatory)

A Level Four Offense must be committed at school or at a school activity off school grounds. The principal or superintendent must immediately suspend, and must recommend expulsion. They do not have the ability to consider extenuating circumstances. The Board of Education must expel the pupil if the offense is proven.

1. Possessed, sold, or otherwise furnished a firearm.
2. Brandished a knife at another person.
3. Unlawfully sold a controlled substance listed in Chapter 2 (Commencing with Section 11053 of Division 10 of the Health and Safety Code).
4. Sexual Assault.
II. SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

**Be Safe, Be Responsible, Be Respectful**

All students are expected to:
- Dress appropriately
- Arrive on time with all necessary school materials; Be ready to work
- Keep hands and feet to self; Behave in a safe manner at all times
- Be respectful of the staff and campus; keep the classrooms, lunchrooms and campus clean
- Eat and drink in designated areas only (NO GUM ALLOWED ON CAMPUS)
- Public displays of affection (kissing) are NOT permitted.

**Discipline Matrix**

We have rules for three (3) reasons:
- To protect students’ physical and psychological safety
- To protect academic opportunity and learning time
- To move a large number of students through small areas in a short amount of time.

Each situation is unique and will be handled on a case by case basis.

(Observer Consequence) = This is a behavior that is best dealt in the classroom, please check teacher syllabus.

ISS = In-School Suspension: Student still attends school but spends the day under the supervision of the administration/designee.

### SUGGESTED GUIDELINES FOR ACTION

<table>
<thead>
<tr>
<th>Offense</th>
<th>Definition</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive Slurs 48900(i)</td>
<td>To insult, revile, malign, or disparage in speech.</td>
<td>Detention, ISS or suspension, education activity, parent conference</td>
<td>1-2 day ISS, detention or suspension, parent conference</td>
<td>3-5 day suspension, parent conference</td>
</tr>
<tr>
<td>Bikes, Skateboards 48900(k)</td>
<td>Riding on school grounds</td>
<td>Warning, detention</td>
<td>Detention</td>
<td>Confiscate, detention, ISS, parent conference</td>
</tr>
<tr>
<td>Bullying, Cyber Bullying 48900(r)</td>
<td>Ongoing taunting, pervasive threatening behavior toward another student, creating a hostile environment, intentional and targeted. Including using any electronic bulletin, chat, or social networking site for the purpose of threatening, intimidating or disparaging another student.</td>
<td>Warning, detention 1-3 day ISS, or suspension, notify SRO, parent conference</td>
<td>3-5 day ISS, detention or suspension, notify SRO, parent conference</td>
<td>3-5 day suspension, notify SRO, parent conference. Possible ADP hearing.</td>
</tr>
<tr>
<td>Academic Dishonesty 48900(k)</td>
<td>Dishonesty while taking a test/</td>
<td>Warning, loss of grade, parent</td>
<td>Warning, 1-2 day detention</td>
<td>3-5 day ISS, detention, suspension, F on</td>
</tr>
<tr>
<td>Code</td>
<td>Violation Description</td>
<td>Teacher Consequence</td>
<td>Parent Consequence</td>
<td></td>
</tr>
<tr>
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<tr>
<td>23</td>
<td>completing an assignment. Using prohibited materials during a test. Copying the work of others</td>
<td>conference, rewrite, define plagiarism, parent conference</td>
<td>assignment, parent conference</td>
<td></td>
</tr>
<tr>
<td>Dress Code Violation 48900(k)</td>
<td>Attire that are inappropriate to a school setting</td>
<td>Change clothes, warning</td>
<td>Change clothes, detention</td>
<td></td>
</tr>
<tr>
<td>Eating in Class 48900(k)</td>
<td>Consuming of food or beverages in class without permission of instructor. This includes gum chewing</td>
<td>Warning, detention (Teacher Consequence)</td>
<td>Detention (teacher consequence)</td>
<td></td>
</tr>
<tr>
<td>Electronic Devices 48900(k)</td>
<td>Disruption of school activities with electronic device</td>
<td>item confiscated, warning</td>
<td>Detention, parent contact, confiscation</td>
<td></td>
</tr>
<tr>
<td>Throwing food 48900(k)</td>
<td>Instigating or participating in any altercation using food or beverages.</td>
<td>Detention, clean up, suspension, parent conference</td>
<td>3-5 day of suspension, clean up, parent conference</td>
<td></td>
</tr>
<tr>
<td>Hate Crime 48900(.3)</td>
<td>Hate motivated behavior. Racial slurs, homophobic statements, etc. Causing or attempting to cause or participating in an act of hate violence.</td>
<td>1-3 day suspension, notify SRO, parent conference, apology, educational activity</td>
<td>5 day suspension, extended suspension, notify SRO, recommendation to expel, parent conference</td>
<td></td>
</tr>
<tr>
<td>Harassment 48900.4</td>
<td>Harassing, threatening a witness in a school disciplinary action</td>
<td>Warning, Detention, 1-2 days ISS (in house suspension)</td>
<td>3-5 off site suspension, possible expulsion.</td>
<td></td>
</tr>
<tr>
<td>Horseplay 48900(k)</td>
<td>Physical playing that imitates aggressive actions.</td>
<td>Warning, detention, suspension, parent conference</td>
<td>1-3 day suspension or expulsion, parent conference</td>
<td></td>
</tr>
<tr>
<td>Obscene Acts, Profanity 48900(i)</td>
<td>A detestable act, offensive to current accepted standards of morality, modesty, or decency. Swearing, inappropriate language or gestures.</td>
<td>Warning, detention 1-3 day, suspension, parent conference</td>
<td>3-5 day suspension, intervention, parent conference</td>
<td></td>
</tr>
<tr>
<td>Public Display of Affection 48900(k)</td>
<td>Inappropriate groping, fondling, necking, kissing, hugging</td>
<td>Warning, 1-2 day Detention, parent conference</td>
<td>1-2 day ISS, Detention suspension, parent conference</td>
<td>2-5 day suspension, Parent conference</td>
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</tr>
<tr>
<td>Sexual Harassment 48900(.2)</td>
<td>Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of sexual nature</td>
<td>1-3 day detention or suspension, ISS, notify SRO, parent conference, behavior contract</td>
<td>3-5 day suspension, recommend transfer to another school site, notify SRO, parent conference</td>
<td>5 day suspension, notify SRO, recommendation to expel, transfer to another school, parent conference</td>
</tr>
<tr>
<td>Class Suspension</td>
<td>Teacher consequence, Student suspended for a class period, up to 2 days.</td>
<td>After 3rd class suspension from one teacher or 5th overall: Saturday School</td>
<td>After 5th from one teacher or 10th overall: 1 day ISS.</td>
<td>Any class suspensions after progressive discipline which may include off site suspension.</td>
</tr>
</tbody>
</table>

**DETENITIONS**
Administration may assign afterschool detention. Detentions are held Friday from 2:15-2:35 PM. Students are to report to the main office for detention.

**CITATIONS**
Citations may be issued by any member of the staff or faculty for inappropriate behavior outside of the classroom. The pink copy of the citation will be handed to the student after a conference with an administrator. Parents are to sign the pink copy and have student return it to the front office. A copy of the citation will be mailed to the parent. Citations accumulate throughout the school year. The consequences of citations will be as follows:

- Citation #1 – Warning
- Citation #2 – 2-Day lunchroom/campus clean up
- Citation #3 – 2-Day lunchroom/campus clean up
- Citation #4 – Friday Detention
- Citation #5* – Friday Detention
- Citation #6 – Friday Detention
- Citation #7 – In-house suspension
- Citation #8 – Off-site suspension
- Or more

* - including loss of year-end class activity

**CLASSROOM DUE PROCESS**
The teachers will implement a school-wide Classroom Due Process Policy to address classroom behavior. This discipline process is progressive and starts over at the beginning of each trimester.

**Steps:**
1. Warning, Parent contact.
2. Warning, Parent contact (phone or email).
3. Teacher Assigned consequences, parent contact.
4. Class suspension, parent contact.
5. Class suspension, parent contact.
6. Suspension by Administrator, parent contact by admin.

**Note:** Some behavior is more severe and may warrant skipping steps and may have more severe consequences.
III. CLASSROOM BEHAVIOR

Teachers will inform students what behavior is expected in a written discipline policy at the beginning of each year (or as appropriate). Each teacher will post classroom rules, and send home for signature by parents, a copy of classroom rules, grading policy, citizenship policy, and homework policy. A teacher’s discipline policy may be more restrictive, but not less restrictive, than school-wide policy.

California Education Code section 48901. (a) allows that a teacher may suspend any pupil from that teacher’s class, for any of the acts enumerated in Section 48900, for the day of the incident and the day following. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended upon a first offense if that pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process. (CEC 48900.5)

Each teacher will follow the classroom due process steps seen above.

A referral to administration for a class suspension may result in an all day school suspension based on accumulated discipline from other classes. A maximum of three (3) in-house suspensions will be assigned before outside suspension is imposed for classroom misbehavior.

Any pupil, who is suspended for six (6) days, in-house, outside, or a combination of both, will be placed on a behavior contract, and a parent conference will occur. All extra-curricular privileges will be suspended during the period of the contract.

Teachers are in the classroom to teach. If a student continually shows that he/she cannot obey the rules, disrupts the educational opportunity of others, or will not take advantage of his/her educational opportunities, that student will be removed from the class until he/she is able to prove that he/she will make a sincere effort to behave.

Saturday School
Saturday school may be assigned for student discipline, truancy or for excessive tardies. Saturday school will be available approximately once per month, and will run from 8:00 a.m. to 11:30 a.m. Any student arriving after 8:05 a.m., must be checked in by a parent, and no student will be admitted after 8:15 a.m. Any student assigned to Saturday school who fails to serve it, will be assigned an in-house suspension. Students attending Saturday school are responsible to bring materials to read or study and must follow all other school rules during the Saturday school. Student will be notified of the room that they will be in for Saturday School.

In-House Suspension
Students assigned an in-house suspension will report to the front office immediately following homeroom period. Class work will be collected for students in in-house suspension, but it is the responsibility of the student to be prepared with additional material to read or study. Any non-productive, disruptive student will be provided with behavior packets to complete. Any disruptive student will, after one warning, be removed from the suspension room and suspended off campus.

Off Campus Suspension
Off campus suspension will be assigned for repeated or serious infractions of school or classroom rules for 1-5 days. Although it is not our intention to suspend students from school, it is our intention to provide an opportunity for all students to learn and an environment in which this is possible. Students who exhibit unsafe or repeatedly disruptive behavior will be removed.
IV. ATTENDANCE (TARDIES, TRUANCY, CLASS-CUT)

Cumulative (year long) School Tardies

A Tardy is defined as an unauthorized absence of 30 minutes or more.

- Students accumulating six (6) tardies during the year will have a letter sent home informing parents of the school’s concern and warning parents and student of future consequences if tardies continue.
- Students accumulating nine (9) tardies during the year will serve a Friday afternoon detention.
- Students accumulating twelve (12) tardies during the year will be issued a Saturday school.
- Students accumulating fifteen (15) tardies during the year will be required to attend a School Attendance Review Team (SART) meeting, along with their parent/guardian, and will be placed on an attendance contract. Additionally, student privileges to attend the end of the year fieldtrip for their class will be revoked and the student will not be eligible to attend.
- Students accumulating eighteen (18) tardies during the year will be referred to the district’s School Attendance Review Board (SARB) for habitual tardies.
- A student’s citizenship mark may be affected by the number of tardies he/she receives during the trimester. Please note that tardies are not the only criteria by which citizenship marks are determined. Be aware of each teacher’s individual tardy policy.

Truancy

Truancy is defined as an unauthorized absence of 30 minutes or more. A student found to be truant will be assigned 3 ½ hours of Saturday School, or the equivalent, on the first offense. Additional truancies may result in appearing before a SARB committee. Truancies may be cited by the Folsom Police Department under the Folsom Truancy Ordinance.

Class-Cut

A class-cut is an unauthorized absence from class for any length of time, and will be treated as a truancy. Cutting school or a class will result in a Saturday School being assigned.

V. MISCELLANEOUS

Dress Code **

The vision of Folsom Middle School Dress Code is meant to inspire pride and confidence for success in the 21st century professional work environment.

The following guidelines will be enforced:

1. When layering clothing, at least one layer must meet the dress code.
2. Shoes must be worn at all times. Flip-flops, house shoes or slippers*, thong-type shoes, and shoes with wheels or grinders are not allowed. *Exception: slippers which fully enclose the foot may be worn ONLY on designated “Pajama Days”.
3. Clothing made of mesh or transparent, loosely crocheted or knit material must have an article of clothing that meets dress code under it.
4. Skirts and shorts must cover to mid-thigh. Use tip of longest finger as a guide.
5. Shirts and blouses are to cover the midriff. Tops must have shoulder straps that cover the straps of the bra. The following items are in violation:
   - Midriff tops, crop tops, halter tops, spaghetti straps, tube tops/backless tops; tank tops with low arm holes; necklines must be modest.
   - Racer backs tops are allowed as long as undergarments do not show underneath.
6. Exercise pants, yoga pants or leggings are NOT to be worn without longer tops reaching the mid-thigh. Long sweaters must remain buttoned to cover the front and back.
7. Pants and shorts: No visible skin above the mid-thigh. Pants must be worn at the waist and cover underwear. Neither underwear, nor any part of the anatomy that underwear is designed to cover, may be exposed. Pants must be intact, with no holes or skin exposed above the mid thigh.
8. Bathing suits may not be worn as school attire.
9. The following are in violation at all times (inside and outside):
Hoods of sweatshirts and/or bandanas
Hats/beanies may be worn for protection against the sun and cold weather – outdoors only.

10. Clothing or personal items displaying any reference to drugs, alcohol, sex, violence, weapons, bigotry, gangs, or containing or suggesting obscenity or vulgarity are prohibited. **This may include any form of dress or display currently recommended disallowed by local law enforcement agencies.**

** The appropriateness of clothing in question as per this dress code will be left to the discretion of the Folsom Middle School administration/counselors/staff.

** Students in violation of the dress code will be given loaner clothing to wear for the remainder of the day.

**Birthday Observances**
Balloons, flowers, stuffed animals, food, etc., intended to signify a special event, will not be allowed on campus during school hours. Such items are a distraction to the educational process. Delivery of such items will not be permitted.

**Dance Attendance**
Dances are extra-curricular activities and a privilege to attend. Suspensions, in-house or outside, or discipline problems may result in a dance/activity restriction as determined by the administration. A dance attendance restriction will be imposed on a student for one dance if he/she receives three citations. Students must attend school the day of the dance in order to be eligible to attend. Any exceptions must be pre-approved by an administrator.

**Field Trip Make Ups**
Students with a planned school-related event will request class work in advance, if available. The completed work will be due for these students at the same time as it is due for others in their class(es). No additional time for completion will be given except by special arrangement with the teacher. Any work due during the trip, performance, etc., will be turned in before the trip unless otherwise authorized by the teacher.

**Lunch time Procedures**
In order to protect student’s safety:
1. All Students must report to the MU for the first 10 minutes of lunch.

<table>
<thead>
<tr>
<th>Monday - Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>A lunch</td>
<td>A lunch 10:22 – 10:32</td>
</tr>
<tr>
<td>B lunch</td>
<td>B lunch 11:09 – 11:19</td>
</tr>
<tr>
<td>C lunch</td>
<td>C lunch 11:56 – 12:06</td>
</tr>
</tbody>
</table>

Students must eat all food in the MU.
2. All running and ball games must be played on the large fields and blacktop.
3. All students must stay within the boundaries of the field, blacktop and quad areas.
4. Areas that are off limits to students during lunch:

*Tennis Courts
*Soccer Field
*Track
*Fitness course,
*The grass bordering the two-story,

* The area in front of and behind the Cave (room 122) and the music room (room 123)
* The parking lot side of the Multi use room
* The parking lot
* The amphitheater
Activity Field Behavior (before school and lunchtimes)
The activity field is supervised at all times during the school day when students are on it. The school has
established activity field rules to safeguard each student. Flagrant abuse of the rules may necessitate a student
being excluded from the privilege of the activity field at times other than during Physical Education.
In order to safeguard against injury to property or person, the following games are prohibited on campus:
♦ Tackle football or other tackle games
♦ Keep away with personal belongings
♦ Spitting contests
♦ Use of the activity field when wet or raining.
♦ Throwing any equipment toward groups or individual student.

The following play equipment MAY be brought from home:
♦ Football
♦ Basketball
♦ Soccer ball
♦ Tennis balls.

The faculty and staff are excited to have you and your student(s) here at Folsom Middle School.
We look forward to a successful 2016-2017 school year!

Be Safe, Be Responsible, Be Respectful
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