

**Fowler Middle School  
Student/Parent Handbook  
2013 - 2014**



**Dan Busch  
Principal**

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Tigard, OR 97223  
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This handbook belongs to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Fowler Middle School  
2013 - 2014  
Bell Schedule**

| <b>6<sup>th</sup> Grade Schedule - Lunch 1</b> |                     |               | <b>6<sup>th</sup> Grade Schedule</b> |              |
|--|---------------------|---------------|--------------------------------------|--------------|
| <b>Monday, Tuesday, Thursday, Friday</b>       |                     |               | <b>Wednesday</b>                     |              |
| <b>Period 1</b>                                | <b>8:55 - 9:45</b>  | <b>50 min</b> | <b>9:55-10:35</b>                    | <b>40min</b> |
| <b>Period 2</b>                                | <b>9:50 - 10:38</b> | <b>48 min</b> | <b>10:40-11:20</b>                   | <b>40min</b> |
| <b>Lunch 1</b>                                 | <b>10:39 -11:09</b> | <b>30 min</b> | <b>11:21-11:51</b>                   | <b>30min</b> |
| <b>Period 3</b>                                | <b>11:14 -12:02</b> | <b>48 min</b> | <b>11:56-12:36</b>                   | <b>40min</b> |
| <b>Period 4</b>                                | <b>12:07 -12:55</b> | <b>48 min</b> | <b>12:41-1:21</b>                    | <b>40min</b> |
| <b>Period 5</b>                                | <b>1:00 - 1:48</b>  | <b>48 min</b> | <b>1:26-2:06</b>                     | <b>40min</b> |
| <b>Period 6</b>                                | <b>1:53 - 2:41</b>  | <b>48 min</b> | <b>2:11-2:51</b>                     | <b>40min</b> |
| <b>Period7</b>                                 | <b>2:46 - 3:35</b>  | <b>49 min</b> | <b>2:56-3:35</b>                     | <b>39min</b> |

| <b>7<sup>th</sup>/8<sup>th</sup> Grade Schedule - Lunch 2</b> |                     |               | <b>Lunch 2</b>     |               |
|---|---------------------|---------------|--------------------|---------------|
| <b>Monday, Tuesday, Thursday, Friday</b>                      |                     |               | <b>Wednesday</b>   |               |
| <b>Period 1</b>   | <b>8:55 - 9:45</b>  | <b>50 min</b> | <b>9:55-10:35</b>  | <b>40 min</b> |
| <b>Period 2</b>   | <b>9:50-10:38</b>   | <b>48 min</b> | <b>10:40-11:20</b> | <b>40 min</b> |
| <b>Period 3</b>   | <b>10:43-11:31</b>  | <b>48 min</b> | <b>11:25-12:05</b> | <b>40 min</b> |
| <b>Lunch 2</b>  | <b>11:32 -12:02</b> | <b>30 min</b> | <b>12:06-12:36</b> | <b>30 min</b> |
| <b>Period 4</b>   | <b>12:07 -12:55</b> | <b>48 min</b> | <b>12:41-1:21</b>  | <b>40 min</b> |
| <b>Period 5</b>   | <b>1:00 - 1:48</b>  | <b>48 min</b> | <b>1:26-2:06</b>   | <b>40 min</b> |
| <b>Period 6</b>   | <b>1:53 - 2:41</b>  | <b>48 min</b> | <b>2:11-2:51</b>   | <b>40 min</b> |
| <b>Period 7</b>   | <b>2:46 - 3:35</b>  | <b>49 min</b> | <b>2:56-3:35</b>   | <b>39 min</b> |

| <b>7<sup>th</sup>/8<sup>th</sup> Grade Schedule - Lunch 3</b> |                     |               | <b>Lunch 3</b>      |               |
|---|---------------------|---------------|---------------------|---------------|
| <b>Monday, Tuesday, Thursday, Friday</b>                      |                     |               | <b>Wednesday</b>    |               |
| <b>Period 1</b>   | <b>8:55 - 9:45</b>  | <b>50 min</b> | <b>9:55-10:35</b>   | <b>40 min</b> |
| <b>Period 2</b>   | <b>9:50 - 10:38</b> | <b>48 min</b> | <b>10:40 -11:20</b> | <b>40 min</b> |
| <b>Period 3</b>   | <b>10:43 -11:31</b> | <b>48 min</b> | <b>11:25-12:05</b>  | <b>40 min</b> |
| <b>Period 4</b>   | <b>11:36 -12:24</b> | <b>48 min</b> | <b>12:10-12:50</b>  | <b>40 min</b> |
| <b>Lunch 3</b>  | <b>12:25 -12:55</b> | <b>30 min</b> | <b>12:51-1:21</b>   | <b>30 min</b> |
| <b>Period 5</b>   | <b>1:00-1:48</b>    | <b>48 min</b> | <b>1:26-2:06</b>    | <b>40 min</b> |
| <b>Period 6</b>   | <b>1:53 -2:41</b>   | <b>48 min</b> | <b>2:11-2:51</b>    | <b>40 min</b> |
| <b>Period 7</b>   | <b>2:46 -3:35</b>   | <b>49 min</b> | <b>2:56-3:35</b>    | <b>39 min</b> |

## STUDENT LIFE AT FOWLER

### After School Activities

At Fowler, we are very proud of our After School Activity (ASA) program. Mr. Knipe organizes this program and there are a wide variety of sports and classes available. There is a small fee to participate and scholarships are available. There are three sessions during the year; fall, winter, & spring. Activities take place from 3:40-4:40 on various days of the week. Busing is provided for those students who ride the bus to and from school. We hope you take advantage of this program and get involved in an ASA.

### Arriving/Leaving School

When you arrive at Fowler, our parking lot can get crowded. We have plenty of sidewalks for you to walk into the building. If you are on a bike or skateboard, please begin walking as soon as you are on school property. If your parents are picking or dropping you off, they must use the tennis court parking entrance on Walnut Street. This area gets very congested. Please have your parents pull as far forward as they can and you walk to their car, so that traffic does not back up onto Walnut Street. Please quickly get into & out of the car to avoid getting other drivers upset.

If you are getting picked up early from school, please bring a note to the attendance secretary before school starts so we can have you ready to leave on time. If your parent forgets to send a note, they can contact the attendance secretary no later than 3:25 to have you in the office when they arrive.

### Free Time Before School

Before classes start, you have free time to hang out with your friends. The commons is available for those who just want to socialize and the gym is available for those who want to play basketball.

If you eat breakfast at school, the only area for food is the lower section of the commons at the circular tables. The rectangular tables are for socializing and food is prohibited. This allows our custodian to have a smaller area to keep clean. If you eat breakfast, you must enter the line by 8:40 unless your bus was late in arriving.

### Getting Help

**Counseling:** Our counselors are available to help you and your parents with social problems, academic concerns, and personal/family problems. Our counselors are Mr. Penny for last names beginning A-L, and Ms. Meza for last names M-Z.

Information shared with a counselor is confidential, or private. Counselors may be required by law to report any concerns they have if it involves your safety or the safety of others.

You may stop by the attendance desk during passing time to request to see your counselor. If they are not available, they will send a note to speak with you later in the day or as soon as possible.

### **Problems with Other Students:**

If you are having problems with your friends, talk to your parents. Include them in what goes on at school. If you need some help at school, the counselors are here to help you. You may also stop by the main office and ask to speak with an administrator (Mr. Busch or Ms. Watts).

**Problems with Teachers:** Try to talk with your teachers if you have a problem with one of them. In most cases, problems can be worked out with good communication. If that doesn't work, talk to your parents, counselor, or an administrator.

### **Lockers**

Your locker belongs to the school. Lockers are made available to you so that you can keep your personal items, backpacks, and books secure.

Keep your locker clean. By keeping your assignments, books, and materials organized you will find you have greater success in school. Do not write in or on the outside of your locker or anyone else's locker. Do not put stickers inside or on the outside of your locker. In some cases, this causes damage to the locker and is considered vandalism. (see *Rights & Responsibilities Handbook*, page 22 "Vandalism")

**Don't, do not, DO NOT share your locker combination!** Shared combinations are the leading cause of theft from lockers. Fowler is not responsible for lost or stolen items. If something does get stolen, report it to the office right away and we will do our best to help you find it. However,

locker security is your responsibility and sharing your combination is not being responsible. You are also not allowed to change lockers. If you have a problem with the location of your locker or students near your locker, please see your counselor.

School administration can inspect lockers to search for items that are not allowed at school. (see *Student Rights & Responsibilities Handbook*, pages 27 & 28 "Search & Seizure")

Treat your locker with respect. This means that you do not hit or kick it. You are also not allowed to write in your locker or on the outside or have stickers inside or outside your lockers. If you are seen mistreating your locker, you might lose the privilege of having a locker and may be forced to keep your items in the office in a box.

### **Lost & Found**

A lost and found for clothes and a variety of other items can be found in the commons near the elective hallway. Smaller and more valuable items that are found are kept in the main office. Periodically throughout the year we will take lost and found clothing to the TTSD Caring Closet. We will announce when we are about to do this to give you a final opportunity to look for your missing items.

### **Lunch Time**

Lunch is great time to take a break from your classes and socialize with your friends. Many times when it's lunchtime, students run to get in line. Please be safe and do not run. There is plenty of time for lunch.

We trust that you all can be responsible for picking up your table area and putting your trash in one of the many garbage cans. Please help your friends by making sure everyone at your table is taking care of their own trash.

When purchasing a lunch, you will use the same 5-digit number that you used in elementary school. If you are a new student, you will be issued a number to use on the keypad that will charge your account for your lunch.

### **Medications & Prescriptions**

If you are going to need **any kind of medication** at school, **your parents must bring these items to school.**

You are not allowed to transport medications unless approved by the office staff, school nurse or an administrator. This includes prescriptions and over-the-counter medications. Your parent must pick up any unused medications. Any unclaimed medications will be discarded at the end of the school year.

### **Restroom Use**

Passing time or during your lunch is the time to use the restroom. Leaving class to use the restroom interrupts the teacher and your classmates. As a result, teachers will not let you out of class to use the restroom unless it is an emergency.

### **Staying After School**

Staff will monitor the bus and car loading area until all buses have left. Buses begin leaving promptly at 3:43. If you are still in the building at this time, you must be with a teacher or in

an ASA (after school activity). You are not allowed to just “hang out” in the building after school.

### **Student Information**

We cannot give out any information regarding you, where you live, or your phone number to anyone except your parents and those they have indicated as an emergency contact. If you have a family member or friend that might be picking you up during school or needs to have contact with you during the school day, please make sure your parent has indicated that this person is an emergency contact. If not, family members or friends will be turned away.

### **Telephone Use**

Telephone messages from parents will be relayed to you if your parents call by 3:15. It is sometimes difficult to get messages relayed to students towards the end of the day. We request that ride arrangements and after school plans be made prior to coming to school.

The phones in the offices are for school related issues and emergencies. School phones are not to be used to make arrangements to go to a friend’s house.

### **Yearbooks**

The Fowler yearbook is a great way to remember your years here. Our own students put our yearbook together. The cost is \$25 and goes up to \$30 after the pre-order timeframe. We encourage you to purchase them early. In order to receive your yearbook, you cannot have any unpaid fines or missing books.

## ACADEMICS

### Academic Excellence

Fowler prides itself in helping our 6<sup>th</sup> graders transform into 8<sup>th</sup> graders who are ready for Tigard High School. We take our job seriously in helping you grow academically, as well as, mentally and socially. You are encouraged to accept the challenges that your classes are going to present. Set a high standard for all of your assignments in all of your classes, and success is sure to follow. We are willing to work very hard to help you be successful. Please do not hesitate to let us know how we can make your years here educational and enjoyable.

### Grades

You will receive a grade for each class you take. Grades are based upon:

- The class work, tests, special projects, and reports you complete.
- The quality of your work.
- Dressing down in your P.E. uniform and participation in P.E. class.

Recent changes in state law require grades to be based upon the knowledge and skills you can demonstrate that you have. We are working to implement these changes. The purpose of this law is to make sure that your grades represent what you know and the skills that you have acquired. Your behavior, which is very important, is not to be included in determining your grade. However, we will make sure your behavior and habits are both acceptable and will help you in life.

### Homework

At Fowler, we believe homework is an important part of your education. Homework helps teachers cover a wide range of material. It builds skills that require mastery and will lead you in being able to demonstrate the knowledge and skills needed to earn the grades you want.

Completing your homework is part of being responsible and, therefore, is considered to be a school rule. The consequences for failing to complete your assignments are listed in the Consequences section of this handbook under *Missed Deadline Forms*.

For parents, with the variety of classes your student has at Fowler, they are bound to have homework regularly. At the beginning of the school year, teachers prepare a course syllabus to explain their expectations, including homework. We want to work with parents in helping your student be successful in managing their homework.

### Homework Coupons

We realize that once in awhile things come up that keep you from completing your homework on time. Because we understand this, we give every student two homework coupons each quarter. Each coupon gives you one extra day to complete an assignment without penalty. They are your coupons to use as you choose, and there are only a few exceptions when coupons cannot be used. If you submit a coupon to a teacher to get

yourself an extra day, it will be your responsibility to turn in the work the next day. It is not the teacher's responsibility to remind you.

If you save your coupons, you can submit them at the end of the quarter for licorice. You will not be rewarded for saving your coupon if you receive any Missed Deadline Forms. We want you to use your coupons before having to fill out a Missed Deadline Form. Be responsible and use your coupons wisely. Do not just use them to be lazy, but they are ultimately yours to use as you want. You are not allowed to give your coupons away or use anyone else's coupons.

### **Homework Help**

Throughout the year, after school Homework Help is available. It runs Monday through Thursday from 3:40-4:00, and there are buses to take you home. Information about Homework Help will be included as a part of our ASA program and also through the daily announcements. You should talk to your counselor if you would like to sign up for Homework Help. This is a great way to get your homework done before you even get home from school.

### **Incentives**

We believe that when you make good choices consistently, you should be recognized. We also believe that sometimes you need some incentives to help you in making good choices on a consistent basis. We will be developing various incentives throughout the year that will provide privileges for those who can be trusted to make appropriate choices.

We are bringing back the incentive trips again this year. Once again we will be going to see a movie at the local movie theater, and possibly to play at Laserport or Safari Sam's. We may have some smaller incentive plans for end-of-the-day activities from time to time. These incentives are for students who can go without having any Missed Deadline Forms for a certain period of time or maybe for an entire quarter.

### **Library**

The primary use of the library is to check out books, research and study. It is not a place to hang out with friends. Mrs. Schmidt works very hard to assist you in finding books and other resources to help you be successful.

During class time, you should only be in the library if your class is meeting there, or if a teacher has sent you with a specific purpose. Since our library does not have walls, please do not distract students who are working if you are passing the library while classes are in session.

Mrs. Schmidt provides a "Wanted Wall" throughout the year that lists students who have overdue or missing books. It is your responsibility to review this information. At the end of the school year, she will update the wall with those students who have purchased a yearbook and also have fines or missing books. You will not receive your yearbook if you have fines or missing books.

### **Make-up Work**

You are expected to make up work when you are absent. You will be given one additional day for each school day that you missed. It is your responsibility to request missing work from your teachers when you return to school.

You will not be given additional days for missed classes because of school-related events. An example would be a field trip or an extended class activity that resulted in you missing a class. If this happens or you are participating in something that causes you to miss a class, you must check with the teacher of the class you missed to get the assignment. This is another great example of responsible behavior.

### **Online Grading**

Fowler will be getting a new online grade book for teachers to use. As soon as it is ready, we will provide you and your parents with the information needed to access this so you can keep track of your grades. We recommend that you check this frequently. If grades are not updated regularly, we recommend you touch base with the teacher to make sure it is working properly and to ensure you are aware of your grade for the class.

### **Parent Request for Homework**

If a student is absent or going to be absent for more than three days, parents may make a request to the Attendance Office for homework to be made available.

For parents, if you are going to be gone on a vacation or an extended

period of time, only a limited number of assignments may be provided. Teachers will put together what they already have available, but will not create future assignments. Teachers often change their assignments based on how students are progressing, and cannot readily prepare work for vacations or extended absences.

### **P.E. Clothes**

You are required to wear your P.E. uniform every day for P.E. class. Gym shoes must be safely secured so they do not come off during an activity. If you are not prepared for P.E., you may receive consequences. If you are not prepared for P.E., you will still be expected to participate and give your best effort.

### **Reporting Student Progress**

Every nine weeks you will receive a report card with a grade for each of your classes. This grade reflects your knowledge and skills for each nine weeks, or quarter. This grade should not be a surprise to you if you are using the online grade book and communicating with your teacher.

Twice a year we will hold conferences that your parents may attend to talk more specifically about your performance. Conferences will take place in October and March.

### **Textbooks**

Textbooks are issued in most of your classes here at Fowler. If any of your textbooks receive more than normal “wear & tear”, you will be fined \$5-\$15. If you lose your textbook, you will be charged the full amount to replace it. These books can be very



expensive, so keep track of your books and do not loan them to anyone. Here are some tips to help you with your textbooks:

- Write your name inside the cover.
- Use a book cover to protect your book. Do not use contact paper or tape.
- When receiving your textbook, look for any damage and report

anything you see to your teacher.

- If a book goes missing, report it to your teacher, the library and the office. Your teacher might have it in their room, the office might have it, or it may have been turned into the library.

## RULES & EXPECTATIONS

Fowler Middle School has specific behavior expectations to help support our three school-wide rules of ***Be Safe, Be Respectful, & Be Responsible***. Through this list of rules and expectations, we also attempt to briefly explain why the rule exists and how it relates to being safe, respectful, and responsible. You are responsible to know and follow all school rules. In addition, the *Student Rights & Responsibilities Handbook* is referenced to further outline our District Policy regarding specific rules. School rules/expectations and District Policy applies to student behavior while a student is on school property before, during or after normal school hours; at a school sponsored event before, during or after normal school hours; traveling to and from school or a school sponsored event; off school property when behavior involves threats or harm to students, staff and/or District Property.

### **Alcohol, Tobacco & Drugs**

NO, NO, NO, & NO! Do not bring, sell, buy, hold for a friend, give, use, eat, drink, carry or anything else that involves alcohol, tobacco, or other drugs. Alcohol and drugs violate all three of our school-wide rules. You are not safe with drugs or alcohol. You disrespect yourself by getting involved with drugs & alcohol, and you are not being responsible to yourself, your friends or your family by getting involved with drugs & alcohol. (See *Student Rights & Responsibilities Handbook*, page 19, 20, & 21 “Tobacco, Alcohol & Controlled Substances”)

Yes, yes, yes, and YES report any behavior or person that you believe is

involved with drugs or alcohol. Doing this could save a life. By reporting anything related to drugs or alcohol, you are following all three of our school-wide rules. You are helping others be safe; you are respecting others and our rules, and doing the responsible thing by getting an adult involved.

Look-alike drugs and tobacco products are also prohibited. Do not pretend something is a drug or tell someone something contains alcohol. This can get you in just as much trouble as if it was the real thing. If you have a problem with drugs, alcohol or tobacco, or someone you care about does, please let a counselor

or another adult know. We are here to help you.

### **Appropriate Language**

Using swear words, gestures, religious, racial, and sexual slurs as well as other hate words are not allowed. If you are upset with someone, cool down before you say something that can get you into trouble. As adults, we have to watch what we say every day. As you become an adult, practice watching what you say and do not say hurtful words. (See *Student Rights & Responsibilities Handbook*, page 8, 9, 10 “Freedom of Expression”, page 15 & 16 “Harassment”)

Words that sound like swear words or gestures that appear to be unacceptable are also not allowed. If we cannot tell the difference or feel you are simply using a “sound-alike” word, it will be treated the same as saying the real word. You may also not reflect any inappropriate words on your binder, clothing or other belongings. Being respectful means not using words that are inappropriate, and being responsible means using socially appropriate words when you are angry.

### **Attendance**

Having good attendance is critical for your success. We also worry about your safety if you are not at school and we have not heard from a parent or guardian. Here are some key rules and procedures you should know.

#### **Students are:**

- Responsible for regular attendance.

- To be in school from 8:55-3:35 (M, T, Th, & F), and 9:55-3:35 (Wed).
- To bring a note to the attendance secretary **before school starts** and get an Early Dismissal Slip. You will show this slip to your teacher and report to the attendance secretary to wait for your parent.
- Report directly to the attendance secretary when arriving late to school.
- To attend school all day in order to be able to participate in or observe any After School Activities.

#### **Parents will:**

- Make every effort to help their student get to school regularly and on time.
- Contact the school as soon as they know their child will not be at school on time. The attendance phone number is 503-431-5021.
- Sign students out with the attendance secretary if they are leaving early for the day.

#### **The school will:**

- Keep accurate attendance records.
- Use an automated calling system when there is an absence.
- Work with students and parents to improve irregular attendance.

#### **Excused absences**

Oregon State Law requires students to be in school. School officials

determine whether or not an absence will be excused. Absences and tardies ***may*** be excused for:

- Student illness
- Family illness
- Medical appointments
- Emergencies
- Funerals
- Court summons

Any absence that has not been excused by the attendance secretary or administration will be an unexcused absence.

### **Backpacks**

Our classrooms vary in size, the type of desks, and how they are arranged. As a result, some classrooms do not have enough room for backpacks. String backpacks are typically allowed in all classrooms. Larger or traditional backpacks have not been allowed in the past. Some classrooms may be able to accommodate backpacks. It is up to your teacher if you are allowed to bring a backpack to their classroom. You are expected to follow their expectations regarding backpacks. If are attending an ASA, be responsible and take your backpack with you. You will not be allowed back to your locker to get your backpack after ASA.

### **Being Prepared**

One of the more critical examples of being responsible is being prepared for class. This means having your notebook, textbook, pen or pencil, and any additional items the teacher might require. Students who are unprepared for class may face consequences.

### **Bikes, Scooters, Skateboards, & Similar Items**

These items are great forms of transportation. However, they are not safe to be ridden while on school grounds. We have too many students, buses, and cars around to be ridden while arriving or leaving school grounds. The school district does not allow skateboards or scooters to be ridden on school grounds at any time. Those who ride bikes to school must follow state law and wear a helmet.

### **Bullying, Harassment, or Threats**

The idea of making another student's life miserable, or making him or her feel intimidated or threatened, will not be tolerated. This includes groups of people making another group of people feel small or scared. Being respectful means treating others the way you want to be treated. If you bully another student physically, with your words, or in a way that is intimidating you will receive serious consequences. This may include our Student Resource Officer (SRO) being involved, as bullying and harassment are now considered crimes. (See *Student Rights & Responsibilities Handbook*, page 15 & 16 "Harassment")

In addition to bullying someone at school, you can now face consequences for cyber bullying. Using text messages, social media, and other electronic communication to make someone feel bad or intimidated may result in school consequences and/or involvement with our SRO.

If someone is doing something that is hurtful or is trying to make you scared, there are two things to do.

1. Tell them to stop.
2. Tell a staff member.
3. Fill out a “bully report form” in the counseling office.

When you tell a staff member, you get to help us in deciding what we do next. Do not be scared that we are going to make it worse. We will work with you and your parents to make sure you are comfortable with how we are going to deal with someone bullying you.

### **Bus Behavior**

Riding the bus is part of the school day so we expect students to be safe, respectful and responsible on the bus, to the bus driver and to their fellow bus riders. Students need to remain seated and facing forward at all times while the bus is moving. This is part of being safe on the bus. The bus driver has a very important job – to get students to school and back home safely. They need to be able to pay attention to the road and should not have to worry about what is going on behind them. At railroad tracks, it is important for the bus driver to be able hear if a train is coming so students must be very quiet at railroad tracks.

### **Cell Phones & Electronic Devices**

Cell phones, iPods & other MP3 players, electronic games, and similar devices are okay to be brought to school. However, these items are frequently misplaced and stolen. We are not responsible for lost or stolen items. These items are allowed to be out during non-instructional times (before school & lunch). We will have

days where we will want you to put away your electronics and “unplug”. We will announce when these days will take place.

With many Smartphones having apps and other tools that help you in school, teachers may allow you to have phones in your classes. It is up to each teacher whether or not you can have a phone in their classroom. A sign of being respectful is honoring an expectation that a teacher may have that might be different than another teacher.

One place that cell phones and electronics are never allowed is in P.E., specifically in the locker room. If you have a phone in the locker room, it will be confiscated by your teacher and your parent may be required to pick it up from the office.

### **Cheating, Plagiarism, & Forgery**

Be sure the work that you do is your own. If you turn in work that is not your own, that is considered cheating.

Copying another person’s work is NOT working together. Unless a teacher gives permission to share work or share answers, being responsible means you do not share your work.

Another form of cheating is called plagiarism. This is copying work from a person or source without permission. The most common form of this is copying from the internet. In addition to cheating, taking this work is actually stealing from the person who did the work. It is very easy for teachers to tell when someone has copied from a book or the internet.

They know your writing very well. When they read something you haven't written, they can tell. Consequences for all forms of cheating may vary. In addition to the consequences, you will most likely be required to redo the work. Similar to cheating is forgery. This typically happens when you write or sign a note with your parent's name. Don't do this. Trying to deceive people is not being respectful.

### **Closed Campus**

Fowler has a closed campus. This means that once you have arrived on campus, you are responsible for staying here for the full school day. You may only leave with parent permission and having signed out with the attendance secretary.

### **Commons**

Our lunchroom is a place where being safe, responsible, and respectful come together. Here are some ways in which you can show you can be safe, respectful, and responsible.

- Throw away all of your trash. Do not leave anything behind.
- Stay at the table you sat at from the beginning of lunch.
- Arrive to the commons with the passing time that you have.
- Walk at all times in the commons.
- Follow requests of staff members.

### **Computer Use**

We have many forms of technology for you to use that will help you in school and in life. Here are a few basic ways of being responsible with computers and technology.

- No games without teacher permission.
- Use only your school Gmail account for school related work.
- Do not visit websites that promote things that are illegal, violent, or pornographic.
- Do not change any settings.
- If you see anything on a computer that you think may be inappropriate, please notify a staff member right away.
- The biggest rule to remember is that computers and technology are for school use only.

### **Defiance**

During your middle school years, you will try out new behaviors. One of them might be to challenge authority. Part of being responsible is doing things that may not be your favorite thing to do. Part of being respectful is doing your work and other reasonable requests of staff that may not be enjoyable. Challenging authority by defiance will only get you in trouble.

If you are being asked to do something that you feel is wrong, choose the right time and ask the right way to express your concern. This usually means asking the teacher when a good time to talk to them might be. If you feel you were still not listened to, then speak to an administrator or counselor. Do not ignore any staff member's reasonable request of you. This is defiance and will result in consequences.

## **Display of Affection**

Holding hands, walking arm in arm, kissing or any other physical displays of affection are not allowed at school or on school related trips.

## **Do the Right Thing**

In the middle of all these rules and expectations, we want you to be aware of something we want to DO. It is “Do the Right Thing.” Sometimes it is hard to know what that is. For teachers, it’s hard to see good kids (and that is all of you) do the wrong thing. Here are some of examples of doing the right thing.

- Reporting a fight that might happen or is about to happen.
- Telling an adult if someone has something dangerous at school.
- Turning something in that is valuable that you find.
- Standing up or helping someone who is getting picked on.
- Making sure people at your lunch table pick up after themselves.

We know you are all capable of making the right decision, we just hope you do.

## **Dress Your Best**

We want you to be able to show your style of clothing and have some freedom in what you wear. However, your choices cannot be distracting to others or be inappropriate for school. Since fashions change, we are keeping our dress code simple so that it will not matter what is in fashion. Primarily, we do not want the

following body parts exposed at school.

- Back (primarily the lower back near the waistline)
- Belly (also known as bare midriff)
- Breasts (this includes cleavage)
- Butt (no explanation needed)

We also have the following expectations when it comes to clothing.

- No undergarments exposed (bra or bra straps, underwear, etc.)
- Skirts and shorts must not be higher than a girl’s fingertips with her arms at her side; however, in some cases they may still be ruled as too short by administration or Mrs. Coburn.
- Boys may not have pants or shorts sag below their waistline.
- Tank tops with low hanging on armholes on boys may not expose their breasts or nipples.

If a staff member believes you are in violation of these expectations, you will be sent to Mrs. Coburn. She will determine whether you are violating our dress code. If you are, she will make sure you change into something appropriate before returning to class. This may include changing into your P.E. uniform. If you disagree with Mrs. Coburn’s decision, you can ask to speak with Mr. Busch or Ms. Watts. (See *Student Rights & Responsibilities Handbook*, page 11 & 12 “Dress Code”)

## **Fighting**

Fighting violates all three school-wide rules. It is very unsafe. It disrespects yourself and at least one other person,

and those watching (there are always people watching) are not being responsible to stop it. Therefore, fighting is never an option. Please let a staff member know if you hear rumors of a fight that might happen.

There are no good reasons to fight. If you feel you are being picked on, get help from an adult. If someone pushes you or even hits you, see if you have another solution before fighting. Hitting someone back is retaliation, not self-defense. Many times fights are reported to our SRO, as sometimes a crime has occurred. These crimes may be harassment or assault. The consequences from the juvenile department are serious and certainly not worth any fight. Anyone who willingly observes a fight or encourages one may also receive consequences. (See *Student Rights & Responsibilities Handbook*, page 16 "Fighting")

### **Freedom of Speech**

In school, the freedom of speech is balanced with the need to maintain a safe environment. You cannot just say, wear, or write anything you want and call it free speech. Words that hurt others, posts on social media or text message that are hurtful, or comments that threaten the safety of the school will not be allowed. (See *Student Rights & Responsibilities Handbook*, page 8 "Freedom of Speech")

### **Gum**

Many middle schools do not allow gum, Fowler does. You must be responsible with this privilege. This means you throw it away in a garbage can. There are some classrooms

where gum is not allowed. You need to be respectful of these rules and not chew gum in these classrooms. Some of them are for your safety, like P.E., and some teachers like to be able to hear you speak without hearing you chew gum.

### **Hallways**

The hallways and pod areas can be crowded. Here are some ways to be safe, respectful, and responsible in the hallways.

- Walk at all times. Running is not safe with so many people around.
- Keep to the right side of the hallway so that people can move easily during passing times.
- Please do not stand in large groups in the hallway or doorways.
- You need to have a hall pass when classes are in session.
- Do not yell or talk loudly.
- Do not stop outside classes that are in session to look for friends.
- Be helpful to others when people need a door opened or drop their books.

### **Horseplay**

Horseplay means pushing, poking, tripping, elbowing, and other physical contact that is typically done in fun or as a joke with a friend. Unfortunately, these acts are not safe at school. Our halls are too crowded, and sometimes the joke gets carried away and someone gets hurt. We have also seen fights start out as horseplay until someone gets hurt, then it becomes a fight. If we ask you to stop

horseplaying, do not say, “but he’s my friend.” That excuse doesn’t work. Just keep to the old rule of “keep your hands to yourself.”

### **Prohibited & Restricted Items**

Here is a list of things you may NOT bring to school.

- Drugs, alcohol, & tobacco
- Weapons of any kind
- Matches or lighters
- Laser pointers
- Pornography or sexually explicit items
- Pictures that promote drugs, alcohol, tobacco or violence
- Stink bombs, pepper sprays, water guns, air horns

Here are some items that may be brought to school, but have restrictions after arriving at school.

- Hats and hoods may not be worn from 8:55 (9:55 on Wednesday) until 3:35.
- Classroom teachers can restrict cell phones and electronics from their rooms.
- Food and drinks must remain the commons, unless allowed in a classroom by a teacher.
- Teachers can restrict large backpacks from their rooms.

### **Recess Behavior**

We do not have recess like an elementary school, but we do have some free time before school in the gym, and at lunchtime. In order to be safe we have some rules for this free time.

- All games must be played by normal rules. Normal rules mean that horseplay or being extra aggressive (fouling) is not allowed.

- Be respectful of others who are playing and keep your game to your court area.
- When staff members call for basketballs to be returned, do not take any extra shots. Return the equipment immediately.
- When playing basketball, no shots significantly beyond the three-point line. Also no other crazy types of shots (over the head, eyes closed, etc.)
- If you are running, please do not run where others are playing.
- If you are watching games, please do so from the bleachers or off the court. Do not stand in the middle of the floor to watch.

### **Soliciting**

You are not allowed to bring items to school to sell without the permission of a school administrator.

### **Substitute Teachers**

We have some great substitute teachers here at Fowler. Most of them tell us great things about our school and how they like to sub here. The best way for us to hear from substitutes about how great our students are is for you to be respectful. Being a substitute is not an easy job. Please be helpful to them, and always be honest.

### **Tardiness**

Tardy is defined as being late to school or class. Tardies are a major disruption to any classroom. Being responsible means being on time to school and to every class.



Consequences for chronic tardies include parent notification, lunch detention, after school detention and/or in-school suspension.

Excessive tardies may lead to a parent meeting, loss of hall pass privileges, and possible adult escort to classes.

### **Theft**

Please be careful with your things. Fowler takes no responsibility for your lost or stolen items. Although we allow you to bring cell phones and other expensive items to school, we warn you that these items often go missing or are stolen. Marking your items with your name helps. We encourage you to mark your clothes, shoes, backpacks, and other personal items so if it goes missing we might be able to return it to you. This also sometimes keeps someone from taking an item that has someone else's name on it.

If you are found with another student's property or school district property in your possession, you will face serious consequences. All thefts are reported to our SRO with a recommendation that the person responsible be cited. Be respectful of other people's property and do not take something that does not belong

to you. (See *Student Rights & Responsibilities Handbook*, page 18 "Theft")

### **Violent Language**

With violence happening at schools, making threats are no longer taken as jokes. Be careful of what you say, even if you think you are just kidding or messing around. If you make a statement of violence against another student or about bringing a weapon to school, it will be taken seriously. If you hear of someone speaking of violence, please let a staff member know right away. We all have responsibility in keeping Fowler a safe place. (See *Student Rights & Responsibilities Handbook*, page 24 & 25 "Threats of Violence")

### **Visitors**

You are not allowed to bring friends, relatives, or former students to visit. If you feel you have a special exception, please check with an administrator before bringing the visitor to school.

Parents and guardians are welcome to visit Fowler. They must first check in at the office to receive permission and wear a visitor's badge.

## **CONSEQUENCES**

The consequences at Fowler are described here. The purpose behind consequences is deterring behavior from occurring again. Several factors are considered before assigning a consequence. Some factors include the seriousness of the problem, previous attempts to change a student's behavior, attitude of the student, and school district expectations. Depending on the seriousness of the problem, our Student Resource Officer may be involved. As you read this, you will see that our school wide rules of being safe, respectful, and responsible are incorporated into the consequences we use at Fowler. (See *Student Rights & Responsibilities Handbook* for a full list of consequences problem behaviors.)

## **Apology**

Students are often required to write or offer an apology to students, staff or people impacted by their misbehavior. Saying you are sorry for causing a problem for others shows them the respect that everyone at Fowler deserves.

## **Attitude Counts**

If you make a bad choice and find yourself in trouble, the consequences you receive will be greatly impacted by your attitude. If you are rude in dealing with a staff member handling your situation, you can plan on getting additional consequences. While you do not have to agree with the situation or consequence, a poor attitude only makes it worse. Lying about what happened will also work against you.

Those who misbehave and then show the responsibility to take ownership of their behavior may receive lesser consequences. Taking responsibility for your actions is an important skill in life. We hope you will take responsibility if you happen to make a poor choice.

## **Behavior Reflection Form**

A common consequence used at Fowler is having you fill out a Behavior Reflection Form. The purpose of this form is for us to determine if you are aware of how your behavior impacted others. You will be asked to indicate which school wide rule you violated, a brief description of your behavior, and how you might manage yourself differently in the future. Be honest in filling out this form. While it might not be the

only consequence you receive for misbehavior, your honesty will be taken into consideration.

## **Changing Clothes**

As mentioned under *Dress Your Best*, if your clothing is determined to violate our dress code you will be required to change clothes. This may involve you wearing your P.E. uniform for the day. Those who repeatedly violate the dress code or return to wearing clothing that they have been told not to wear will face consequences for defiance.

## **Classroom Consequences**

The teachers at Fowler dedicate their time and talent to help you meet your potential. When your behavior makes it difficult for them to teach and your classmates to learn, you will find yourself facing consequences. Teachers will develop their own methods for dealing with misbehavior. Here is a list of things that may happen if you are disruptive in class.

- Change where you sit.
- Time-out to another teacher's classroom or Mr. Knipe's room, and you will complete a Behavior Reflection Form.
- Contact your parents by phone or email.
- Arrange a meeting with you, your parent, teacher, and possibly administration.
- Removal from class activities where your behavior may cause a problem.
- Detentions assigned with the teacher.
- Office referral.

## **Community Service**

Community service is work you do around the school as a way to give back when you have caused a problem at the school. You might be assigned community service to help the custodians with various cleaning up that needs to be done around the school.

## **Confiscation**

Items that are not allowed at school may be taken from you. Depending on what the item is and how you were using it will determine on whether you will get it back at the end of the day. In many instances, your parent will be the only person we will release the item to. This can also include your cell phones or electronics if you are using them in a classroom or location where they are not allowed. As a reminder, cell phones are not allowed in P.E. or the locker rooms, and they will be confiscated from these areas.

## **Expulsion**

Expulsion means not being able to attend Fowler for up to a year. Students who are expelled will go to a hearing with a school district official who will determine if the student will be expelled, for how long, and how they will receive an education if they are not going to receive it at Fowler. Here are some reasons students get expelled.

- Drug use or possession
- Weapon use or possession
- Too many fights
- Serious misconduct (theft & bullying are examples)
- Frequent discipline problems

## **Loss of Your Free Time**

Our time is valuable and so is yours. When you misbehave, we often take away the time that is typically yours. This could be before school, your passing time, your lunchtime, or your time after school. All of these are forms of detention, and you will be expected to report to a certain place or to a certain person if you lose some of your free time.

## **Missed Deadline Forms**

One of the biggest forms of being responsible is doing your work. Doing your work is a Fowler expectation. If you fail to complete an assignment by the assigned deadline or due date, you must fill out a Missed Deadline Form (MDF). When you fill out an MDF, you will be assigned to Lunch Academy starting the next day. You will continue to report to Lunch Academy until the assignment is completed. The only way to be excused from Lunch Academy is to present the assignment or a note from the teacher that says the assignment has been completed.

## **Restitution**

When you damage someone's property you may be required to pay restitution. This means paying for damages or the ruined property. This also includes the school's property like books, desks, lockers, and other school property. Your yearbook will be held until all fines and restitution are paid for.

## **Suspension – In School (ISS)**

Students may be required to spend time in a suspension room. This will usually be in 35 or 36. You will spend

your day at a desk, have your assignments brought to you, be escorted to the restroom, and eat your lunch in this room. Some reasons for receiving in-school suspension are:

- Repeated detentions or referrals
- Defiance
- Bullying or harassment
- As a time-out room until a parent or guardian can take you home.

### **Suspension – Out of School (OSS)**

Students may be suspended for up to 10 school days for major misconduct or repeated minor misconduct.

Serious misconduct includes.

- Assault
- Excessive fighting
- Possession of drugs or other illegal items

- Bullying, harassment or verbal abuse
- Theft
- Profanity towards a staff member
- Vandalism
- Open defiance
- Possession of a weapon

### **Suspension - From an Area**

Sometimes you might be banned or suspended from certain areas or events. This suspension could be for a day, week, or the rest of the school year. Some of the places or things include:

- Computers
- Access to hallways during class or passing times
- Library
- Gym
- School grounds, except during the school day