**FMS STUDENT PLANNER**

**2020 – 2021**

**Student’s Name:**

**Homeroom Teacher: Locker # Gym Locker #**

###### Fallston Middle School

**Dr. Anthony Bess**

**Principal**

Mr. Michael Cuneo

Mr. Gary Wasielewski

**Assistant Principals**

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**Welcome to Fallston Middle School**

Welcome to Fallston Middle School! During the school year students have many opportunities to learn and have fun while participating in educational activities. The goal of Fallston Middle School’s educational program is to encourage students to exhibit qualities of independence and responsibility. Certain standards of behavior must be required so that an orderly atmosphere, which is essential for learning, can be established. In addition to the county policies, listed below are the policies for Fallston Middle School. It is the responsibility of students, parents, and teachers to become familiar with the behavior guidelines and expectations. This ensures that each student has the opportunity to learn and grow at Fallston Middle School.

**ATTENDANCE POLICY**

ARRIVAL TO SCHOOL

Students cannot enter the building prior to 7:45 a.m. unless participating in a scheduled extracurricular activity or meeting with a teacher.

Upon entering the building at 7:45 a.m., students are expected to go directly to homeroom or to breakfast. The student planner must be signed by the homeroom teacher before a student may go to any other area of the building.

DISMISSAL

Students are to report directly to their assigned bus upon leaving school and are not to loiter on the sidewalk or around the buses. Our primary concern is student safety, and it is very dangerous for students to be in the bus lanes when the buses begin to move.

When schools are closed or dismissed early because of bad weather, all after school activities – plays, dances, athletic events, concerts, etc. are automatically cancelled.

LATENESS TO SCHOOL

Students are expected in homeroom no later than 8:10 a.m. After that time, students are considered late. When arriving after 8:10 a.m., students should report to the office and sign in to receive a late slip. The student must present a signed note from a parent or guardian explaining the reason for lateness.

Any lateness without a note will be coded unexcused. The following steps will be taken to curb excessive lateness:

1. On the fifth lateness a letter will be sent home.
2. On the sixth lateness detentions will be assigned.
3. Further unexcused lateness will result in a series of escalating consequences with the possibility of suspension.

LEAVING SCHOOL EARLY

When students must leave early, they should:

1. Bring a signed note from a parent or guardian, explaining the need for the early dismissal to the main office **before school**.
2. This note should include the student’s first and last name, homeroom, a phone number where a parent or guardian can be reached, the time and reason for the dismissal.
3. A phone call may be made to verify dismissal before a pass is issued. **Requests without phone numbers may be denied.**
4. The office will give the student a pass to leave class and to report to the office at a designated time.
5. **Before leaving, the responsible parent or guardian must** **sign the student out in the early** **dismissal book** in the main office. (A photo identification will be required.)
6. Should the need arise during the day for a student to be dismissed early, please call school in advance, so that students may be in the office awaiting the parent’s/guardians arrival to avoid interruption of classes.

Please be advised that you will be **unable** to exit the property during the Fallston High School dismissal. This occurs between 1:55 -2:10p.m. (Please Note: Students will be released to parents or legal guardians only.)

**ARTICLES PROHIBITED AT SCHOOL**

Students should come to school with items necessary to the serious business of learning. The following list provides examples, but not limited to, inappropriate items that are prohibited on school buses, on school grounds, and in the school itself: *portable pagers, cameras, paint balls, radios, cigarette lighters, matches, sling shots, “stink bombs”, firecrackers, skateboards, bicycles, games, and card collections.* **Fallston Middle School is not responsible for the theft of any such item.** Repeated offenses will have escalating disciplinary consequences. Your teacher will confiscate any item of this nature, and parents will be required to pick up the item from school**.**  *White out, permanent magic markers, nail polish, nail polish remover, and aerosol cans of any type* are strictly prohibited because of their potential for abuse as inhalants.

**BAND, CHORUS, ORCHESTRA ENROLLMENT**

Students elect to participate in band, chorus, and orchestra and do so by signing a year -long contract. Students enrolled in these programs meet on alternate days with physical education. If school is closed, performing arts students will continue this rotating schedule as if a day of school was never missed. For example: Monday – physical education, Tuesday - school closed, Wednesday return to school - performing arts day.

**CAFETERIA**

Students can purchase breakfast in the cafeteria from 7:45 a.m. to 8:00 a.m. Only breakfast foods are served. The privilege of going to breakfast may be suspended if it is abused. Breakfast costs $1.20. Lunch is served in the cafeteria between 10:30 a.m. and 12:30 p.m. A full lunch may be purchased for $2.40. In addition, a variety of drinks and à la carte items are available. ***Students will not be allowed to accrue a negative balance exceeding $6.00. At this point students may be denied a lunch per HCPS policy.*** To check accounts and deposit money use: [www.cafeprepay.com](http://www.cafeprepay.com)

The student’s behavior in the cafeteria is his/her responsibility. While at lunch, the student is expected to observe the following policies:

1. Food and beverage are not to be brought into the classroom. Eating is permitted only in the cafeteria.
2. Return your tray and dispose of your trash immediately when directed by the cafeteria supervisor! Please recycle whenever possible.
3. Glass bottles are not permitted in school.
4. Students are not permitted to leave the cafeteria area without permission from a teacher or administrator on duty.

**COUNSELING**

A school counselor can help with school related problems, academic progress, study skills, education, educational plans, decision-making skills, personal concerns, and getting along with others. Students may make an appointment to see a counselor with the guidance secretary before and after school, during homeroom period, or other times with teacher permission. Although counselors are assigned by grade, students can talk with the counselor of their choice.

**EVACUATION DRILLS**

Each year, state law requires that schools implement evacuation drills monthly. Students are to stay with their respective classes and follow the directions of the adults monitoring the evacuation. Students who do not meet these expectations may be sent to the office for disciplinary action.

**FMS CODE OF CONDUCT**

Faculty, administration, parents and students believe that education is best provided in a safe and orderly environment. Although rules and regulations provide the framework for appropriate conduct, it is expected students will understand the concepts of right and wrong and manage their own behavior in such a way as to promote a positive atmosphere. We are committed to developing both the mind and character of our students.

Character is defined as those positive qualities that speak of who we are and the kind of person we wish to become. Character education is the study and application of ethics and codes of conduct acceptable to society. The goals of character education at Fallston Middle School are to help students: develop the skills to determine right from wrong as it applies to the school environment; to help students learn to make appropriate choices; and, to have students be aware of and understand the consequences of their choices.

**FMS BEHAVIOR CODE**

These behaviors are against school rules:

Each violation of school rules will be handled discretely. Consequences may range from verbal reprimand to suspension.

1. Use of profanity directed towards a teacher or other students.
2. Displays of affection. Physical contact including handholding is inappropriate in a public school.
3. Racially inciting behavior.
4. **Theft: NOTE:** **Do not bring large sums of money or valuable items to school. Do not share your locker combination with others or leave valuables unattended.**
5. Repeated classroom disruptions.
6. Disrespectful and insubordinate behaviors.
7. Inciting or participating in a disturbance.
8. Refusal to cooperate with school policies and regulations.
9. Sale or rent of items for personal profit (e.g. gum, videos, etc.).
10. Fighting/Physical Assault
11. Possession of a laser pointer, lighter, or matches at any time for any reason.
12. Traveling in the halls during class time without a signed planner.
13. Smoking.
14. Cheating/Plagiarism/Copying.
15. Threats.
16. Gum chewing.
17. Disorderly conduct in the hallways.
18. Behavior that has taken place off school property and/or beyond the school day. (behavior that has enough relationship to maintaining school order and discipline, or that it impacts the educational environment of school, or the safety and welfare of students and teachers)
19. BYOT-see HCPS BYOT Guidelines

**FORGOTTEN ITEMS**

To minimize classroom disruptions, the main office will accept items brought in by parents before lunch and arrange to deliver them to students in the cafeteria.

**HEALTH SERVICES**

A student who needs help due to illness or accident may visit the health room when it is necessary. Teachers must sign the student planner. The student then reports to the health room and will be seen by the school nurse. If a student cannot return to class, a parent or a person designated by the parent will be notified.

When a physician determines that a student must receive medication during the school day, or in the event of emergencies, the following procedures are to be followed:

1. All medications, over-the counter as well as prescription, must be brought to school by the parent and delivered to the school nurse. Students are not to bring medicines on the school bus nor should they keep medicines in their possession during the school day. Use of cough drops is permissible only with the nurse’s approval.

1. Parents must submit written permission for the school nurse to supervise the administration of the medication.
2. The medication must have complete instructions from the prescribing physician, including date of order, identification, dose, time, and circumstances of administration. Pharmacies will provide two bottles if asked, one for home and one for school.

Failure to follow the medication policies can create a potentially hazardous situation. Appropriate disciplinary action will be taken should these policies be violated. Repeated violations will result in suspension from school.

**INTERIMS – Progress Reports**

Parents can follow their student’s progress by using the internet communications system called Home Access Center. Teachers are required to update student grades 16 times a year, though many teachers put grades online more frequently. Report Cards will continue to be issued quarterly and sent home in an envelope. Parents should keep the contents of the envelope, but sign the outside, in the space provided, acknowledging receipt of the contents. Interim Reports, however, should be accessed electronically. The Report Card envelope will be brought home by the student and again should be signed to acknowledge receipt. **Parents who do not have access to grades online may request paper copies of Interims.** These will be sent home in the Report Card envelopes and may be kept by the parents.

Evening parent conferences are scheduled for the Thursday following distribution of Interims. Dates for Interims and Report Cards are published in the PTA Newsletter, in the student planner, on the Fallston Middle School web site, and posted on the school’s marquee. **Conferences may be requested by calling the office on Monday, Tuesday or Wednesday after Interims have gone home.**

**LOST AND FOUND**

The Lost and Found Department is maintained outside the nurse’s office. Lost or found articles may also be in individual teacher rooms. All articles, except for valuables, may be disposed of after a month.

**MEDIA CENTER**

The Media Center is a centrally located area in the building, where students can access computers, books, magazines and a variety of other materials. Each student is issued a library card at no charge at the beginning of each school year. The card is placed in the student planner during the student’s media center orientation class. Should the card (or planner) be lost or misplaced, a new card will be made for a $1.00 fee. Students may use the media center during morning homeroom and throughout the day, with a signed planner, until 2:45 p.m. Books are stamped with a due date when checked out by the student, and students are responsible for keeping track of their due dates. A fine of $0.10 a day is charged for lateness. Complete policies can be found at <http://fmslibrarymediacenter.wikispaces.com/Policies>

Students have home access to several research databases through the media center’s Edline and wiki pages. Students must have the username and password to use the databases from home. The databases that HCPS schools subscribe to are:

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| --- | --- | --- |
| Database | User Name | Password |
| *World Book Online*  (encyclopedia) | Harford | hcps |
| *Grolier Online*  (encyclopedias) | lp (that’s a lower case L) | hcps |
| *SIRS*  (news, magazine, and reference articles) | Harford | hcps |
| *Gale Resources*  (news, magazine and reference articles, primary sources, images) | fall79690 | fall79690 |
| *Facts on File*  (World News Digest, Today’s Science, Issues and Controversies) | fallstonms | facts |
| *Culturegrams*  ( country and culture information, maps and more) | Harford | hcps |

**P.A. ANNOUNCEMENTS**

Important announcements concerning school events and opportunities for students are made daily over the public address system during homeroom. Students need to listen carefully to the announcements, or they may miss information important to them.

**PHYSICAL EDUCATION**

Each physical education student will receive a written document explaining in detail the complete policies and procedures for physical education. A specific portion of this document must be signed by a parent or guardian and returned. The following is selected information which covers frequently asked questions about the uniform and jewelry policy.

PHYSICAL EDUCATION SUPPLIES

It is suggested that all students have in their locker the following items: one physical education uniform ($20.00, shorts- $12, shirts- $8), spare socks, sweatshirt, and pants for colder weather.

HARFORD COUNTY PHYSICAL EDUCATION DRESS CODE

The student dress code is intended to create a positive climate for teaching and learning, reduce the possibility of discipline problems, and improve school order and safety.

JEWELRY

Safety of all students and the security of personal jewelry is of the utmost importance! Specific jewelry policy for the school year will be further addressed during physical education orientation. **No jewelry can be worn during physical education class as stated in the Harford County Public School Board Policy.**

1. Examples of jewelry items include (but are not limited to) rings, necklaces, earrings, bracelets, anklets and arm bands.
2. Jewelry which needs to be removed shall be the responsibility of the student. A suggested student practice is to keep a container available in his/her physical education locker to store loose jewelry items during class. The physical education department, Fallston Middle School or the Board of Education is not responsible for lost or stolen items
3. Fitbit should be covered by sweat band
4. **Cellular Phones/Electronic Devices prohibited in the locker room**

UNIFORM

A standard uniform labeled with the student's name is required. The uniform costs $20.00 ($8.00 for shirt, $12.00 for shorts). Students are to wear the proper school physical education uniform and athletic shoes with socks for participation. Replacement uniforms are available for sale in the school bookstore.

Other important uniform notes:

1. Students are encouraged to keep an old pair of athletic shoes in their locker.
2. Athletic shoes must be properly laced and tied outside of the shoe with socks. (Safety Concern)
3. All uniforms must have the student’s name on the front of their shirt and shorts in the box designated for the student’s name. No writing or markings are permitted on the uniform. Uniforms may not be altered in any way. Any uniform damaged or torn must be replaced.
4. Students not properly dressed for class cannot participate in the *activity* part of class.
5. Cold weather clothing, sweatshirts and sweatpants (no zippers, buttons or snaps) may be worn over the school uniform.
6. Uniforms can be borrowed during Homeroom.

**SCHOOL STORE**

FMS’s school store is open during homeroom every day. The store sells a variety of school supplies to assist students to be prepared for class.

# Paper Products

FMS Planner

Memo Pad

Index Cards 3X5

Index Cards 5X8

Graph Paper

Wide Ruled Filler Paper

College Ruled Filler Paper

Single Subject Spiral Notebook

Wireless Notebook

Marble Composition Book

Reinforcements

# Folders/Binders

# Pens/Markers

# Pencil Products

12” Ruler

4” Protractor

6” Protractor

Compass

Poster Board (white)

Poster Board (color)

Safety Compass

Erasers

Pencil Case

Dictionary

Stretchy Book Cover

Flash Drive

Paw Print Magnet

Sketch Books Scissors

Headphones

Physical Education Short

Physical Education Shirt

Physical Education Dri-Fit

Glue Sticks

**SGA**

The Student Government Association represents students’ views and ideas. Each year students elect a president, vice president, secretary and treasurer to represent the entire school. Each homeroom section will also select one representative to the Student Government Association. The Purpose of the Student Government Association is to: be involved in various activities that focus on the needs of the school community, as well as the surrounding community.