

Morris Ford Middle School

1602 104th St. E Tacoma, WA 98445

MISSION STATEMENT

Our mission is to provide a meaningful, quality education, which will prepare students for the challenges of our world. We will strive for excellence, while being respectful of individual needs, learning styles, and diversity, in a safe and positive climate.

ADMINISTRATORS' WELCOME


We would like to take this opportunity to welcome you to the 2018-19 school year at Ford Middle School. We are pleased that you are attending our school and hope you have a very successful year. All of us are committed to establishing respectful, supportive, two-way communication with students and families of our community. We are dedicated to high standards and continued academic success.

Please take time to read your student handbook carefully. It is a helpful resource that will provide you with a great deal of information about Ford. This handbook also provides information to help you make good choices both in and out of class.

Our staff and school focus is academic excellence. Specialized experiences are designed to assist students who are struggling or who require additional challenges. Ford offers a variety of programs during and after school to meet the varied needs of our students including academic assistance and tutoring, student leadership opportunities, peer mediating, fine arts activities, service clubs and athletics. We look forward to helping all our students achieve success.

A school is a partnership between many people and organizations. We look forward to providing the best education possible for our students. We encourage you to contact us with any questions or concerns that you might have. We wish you a great year!

Sincerely,



Heather Renner

Principal



I am READY
& prepared, so I will be successful.
I am RESPECTFUL
of myself and others.
I am RESPONSIBLE
for my choices.



I understand that I am here to learn
and will cooperate with all others at
Ford Middle School.

Make Your Day **Restorative Citizenship Program**

Ford Middle School's *Make Your Day* restorative citizenship program has one principle:

**Everyone has the right
to learn and work
in a safe and civil environment
without interference.**

Make Your Day provides a consistent campus-wide citizenship program in which adults have high expectations for all students' academic and behavioral performance. We encourage student self-management. *Make Your Day* provides predictable consequences for students' behavior choices. Students are expected to come to school ready to learn. The foundation of Ford's *Make Your Day* citizenship program is threefold:

1. All students are capable of success.
2. Parents must be directly involved in their child's progress.
3. Making appropriate choices at school, coupled with open communication between home and school, generates student success.

Ford Middle School's *Make Your Day* citizenship program includes accountability, predictable consequences and recognition. Points are used to assess students' citizenship and allow them to take responsibility for their behavior. Steps provide students time and a place to reflect on their behavior that interfered with the learning, safety or well-being of others. At Ford Middle School students are recognized for demonstrating the qualities of readiness, respectfulness, and responsibility.

Expectations

Students are taught expectations for all environments at school based on the school-wide expectations and school board policy. Please see the matrix below for an outline of the school-wide expectations related to our T-Bird Traits: ready, respectful, responsible.

All adults are expected to clearly outline student expectations for different learning activities during their instruction so students are able to make informed decisions about behavior and participation.

	Ready	Respectful	Responsible
School-Wide	<ul style="list-style-type: none"> ▪ Arrive at school on time every day. ▪ Prepared: Bring supplies to school: backpack, Time Tracker, pens & pencils, etc. ▪ Bring notes/arrange phone call to excuse absences. ▪ Complete office business at appropriate time: before 8:00 am or at lunch time. 	<ul style="list-style-type: none"> ▪ Well Mannered: listening, considerate (“Please,” “Thank You”) & positive. ▪ Self-Controlled: appropriate volume, hands and feet to self, calm. ▪ Make new friends and respect differences between people. ▪ Avoid rumors and drama. Be positive. 	<ul style="list-style-type: none"> ▪ Follow all school expectations including: <ol style="list-style-type: none"> 1. Dress & appearance 2. Eat or drink only in the cafeteria. 3. Public Displays of Affection are prohibited: hugging, hand holding etc. 4. Cell phones / electronic device use prohibited. ▪ If problems happen, involve adults. ▪ If you see bullying, tell adult in charge.
Classroom	<ul style="list-style-type: none"> ▪ Be in seat when the bell rings. ▪ Preview learning target and entry task. ▪ Arrange desk for class work: <ul style="list-style-type: none"> ○ Necessary supplies/papers only, ○ Stow backpack out of aisle. 	<ul style="list-style-type: none"> ▪ SLANT ▪ Be considerate of others. ▪ Speak when given permission. ▪ Listen while others speak. ▪ Be positive & encouraging. 	<ul style="list-style-type: none"> ▪ Accept responsibility for your actions. ▪ Use class time to succeed in school. ▪ Follow directions. ▪ Work to the best of your ability. ▪ Help to keep the classroom clean. ▪ Care for and return borrowed items.
Hallways	<ul style="list-style-type: none"> ▪ Know where you are going – follow the expected walking route. ▪ Wait in a single file line, with your shoulder against the wall, wait for the door to open. 	<ul style="list-style-type: none"> ▪ Walk on the right side of the hall or walkway. ▪ Turn voices off when entering a building. ▪ Open/Hold doors for others. 	<ul style="list-style-type: none"> ▪ Keep walking to encourage traffic flow. ▪ Walk with purpose. ▪ ARRIVE ON TIME.
Restroom	<ul style="list-style-type: none"> ▪ Wait to go until after the first 10 minutes or before the last 10 minutes of class. ▪ Sign out/Sign In. ▪ Take a pass. 	<ul style="list-style-type: none"> ▪ Use quiet voices. ▪ Respect others’ privacy. ▪ Clean up after yourself. 	<ul style="list-style-type: none"> ▪ Take care of business and return to class quickly and directly – no side trips. ▪ Wash your hands with soap and water. ▪ Put your trash in the trash can.
Cafeteria	<ul style="list-style-type: none"> ▪ Report to the cafeteria for the first 15 minutes of lunch. ▪ Know your lunch number. ▪ Pick a line and stay in it. ▪ Listen for adult directions. ▪ Find a seat quickly. 	<ul style="list-style-type: none"> ▪ Use single-file lines. ▪ Stay in your place in line; don’t cut. ▪ Touch only your food – no one else’s. ▪ Use good manners. ▪ Talk using an inside voice. ▪ Invite others to sit with you. 	<ul style="list-style-type: none"> ▪ Clean up your area - even items that may be left behind by others. ▪ Use the restroom during this time. ▪ Stay in your seat until you are dismissed.
Courtyard/ Breezeway	<ul style="list-style-type: none"> ▪ Wear appropriate attire for the weather. ▪ Follow all the rules of the games. ▪ Keep your personal items with you at all times. 	<ul style="list-style-type: none"> ▪ Be aware of others & games in play. ▪ Use appropriate volume. ▪ Include others. 	<ul style="list-style-type: none"> ▪ Stay in the designated areas. ▪ Walk at all times. ▪ Stop play and get in line when the whistle blows.
Office Building	<ul style="list-style-type: none"> ▪ Only enter the building if you personally have business in the office building. ▪ Know your purpose for entering the building. 	<ul style="list-style-type: none"> ▪ Use quiet voices. ▪ If more than two students are in the office, wait in a single file line outside. ▪ Wait for the adult to be ready to help you. ▪ Say “Please” & “Thank You.” 	<ul style="list-style-type: none"> ▪ Keep moving; don’t stop to visit with others. ▪ Allow others to complete their work.
After School Activities	<ul style="list-style-type: none"> ▪ Arrive in the gym by 2:40 for sporting events. ▪ Plan work or something to do before the game starts. ▪ Before coming to school, get parent permission to stay after school and plan how you will get home. 	<ul style="list-style-type: none"> ▪ Follow adult directions at all times. ▪ Show positive sportsmanship and be encouraging. ▪ Cheer positively. 	<ul style="list-style-type: none"> ▪ Use the restroom one at a time. ▪ Follow all school expectations: <ol style="list-style-type: none"> 1. Follow the dress code. 2. Eat or drink only in the cafeteria. 3. Cell phones in designated areas only

What does it mean to Make Your Day?

Students *Make Their Day* by earning a set number of points each day. Students earn points by meeting the teachers' expectations to the best of their abilities. At the end of the day, students total their points in all classes and report whether they made their day.

Students who do not earn enough points to *Make Their Day* will be given a *Make Your Day* form to take home to their parent/guardian. This slip is designed as a communication tool. The form will tell parents that the student did not "make his or her day" that day. This is not a sign of failure nor a reason for punishment. It is a positive sign that the student has taken responsibility for choices made that day. In order to help the student make better choices the next day, Ford's staff members ask parents to read the *Make Your Day* slip with the student and discuss possible better choices for the next day. Parents and students are asked to sign the form and return it to school the next day.

How do students earn points?

Each period students earn points by "Doing what is expected to the best of their ability." Students begin each period with zero points. Points are earned, never lost. At the end of the period, students assess their effort toward meeting learning objectives and behavioral expectations and they report a point value for that effort to the class.

Compliments and Concerns - Once students have assessed and reported their own points, fellow students and/or the teacher have an opportunity to give feedback to each other under teacher direction. Students are encouraged to compliment other students who have helped them or demonstrated positive citizenship. Students may show concern for others in a respectful way, managed by the teacher. Concerns and compliments are spoken respectfully using a script: students are not allowed to blame, retaliate, or be hurtful to others.

Student giving compliment

"I have a compliment. (Name), you helped me today by doing _____."

Student receiving compliment

"Thank you."

Student showing concern

"I have a concern. (Name), you interfered with my (learning or safety) when you _____."

Student receiving concern

"I (do/do not) take responsibility for _____."

Student showing concern

"I suggest a ___ point change of your points."

Student receiving concern

"I (do/do not) accept "

Teacher

"That will be a ___ point change."

TEACHERS MAKE THE FINAL DECISION ABOUT THE CONCERNS AND POINTS EARNED.

At the end of *Compliments and Concerns*, students record their points in their Time Trackers in the grid printed at the bottom of every school day. Students *Make Their Day* by earning an average of 43-44 points per class period.

Can all students show concern for others?

Yes. However if a student uses concerns inappropriately, (for example, using concerns to blame, retaliate or be hurtful to others) he/she may not be allowed to raise concerns or respond to concerns shown by others toward him/herself.

What is the purpose of Steps?

Ford's *Make Your Day* program emphasizes student decision-making and responsibility. Students are allowed to choose steps by a staff member when they interfere with the **learning** or **safety** of others. Choosing steps is a consequence not a punishment. Students have control of whether they choose steps by their behavior. There is no punishment associated with choosing steps. When students choose steps they temporarily face away from the learning environment. Students on steps, are expected not to talk, interact with others, move around, or make noises. They are also not allowed to argue about the consequence.

Students' academic grades are not directly impacted by choosing steps. However, if students repeatedly choose steps, thereby removing themselves from the learning activities, it may negatively impact their grades.

Step 1: The student will be asked to quietly take a seat facing away from the learning activity. On steps, a student is expected to reflect on his/her behavior. After 3-5 minutes the teacher will conduct a quiet conference with the student, asking what behavior brought the student to Step 1 and whether the student is ready to return to the learning activity. With a successful conference, the teacher will allow the student to return to learning activities. If the student needs more time, time will be given. In special circumstances, step 1 may last longer than 3-5 minutes; teachers will inform students in advance if Step 1 might be extended.

Step 2: If the student argues, interacts/interferes with others or fails to comply with step 1 expectations, the student will choose Step 2. When on step 2, students stand quietly and face away from the learning environment for 3-5 minutes. As with Step 1, the teacher will confer with the student before he/she may return to Step 1 and eventually to the learning environment.

Step 3: If the student argues, interacts/interferes with others or fails to comply with step 2 expectations, the student will choose Step 3 where he/she focuses on a sign featuring the *Make Your Day* rule; or he/she may choose a Step 4. After approximately 3-5 minutes, the teacher will briefly confer with the student and the student will de-escalate through steps in order.

STEPS 1-3 ALLOW THE STUDENTS TO REMAIN IN THE CLASSROOM AS THEY ATTEMPT TO CORRECT THEIR BEHAVIOR.

The student will continue to earn *Make Your Day* points by following the procedures correctly.

Step 4: After three warnings, inappropriate behavior on Step 3 causes a Step 4. On Step 4 the student will be sent to the *Make Your Day* room to make a supervised phone call to a parent to request a Step 4 conference. The student will notify the parent that due to behavior, he/she will not be able to return to class until the parent can come to school to meet with the student and the teacher. The purpose of the conference is threefold: to address the student's behavior, to take steps toward improved behavior, and to determine if the student is ready to return to class. This process prioritizes face-to-face communication between parent and teacher. Through this process, Ford's staff members seek parents' support in shaping student behavior.

Parents/Guardians are asked to come in for a Step 4 Conference as soon as possible. A student will be assigned to an alternate classroom or "buddy room" for the remainder of that school day or until a successful conference occurs. Our goal is to complete the conference within an hour of the call. With parents' busy schedules, this is not always possible and the conference may take place the next morning.

As a reminder, **by the time a student chooses step 4, he/she has had three warnings; a Step 4 Conference is driven by the student behavior.** It is important for the student, parent, and teacher to realize that **PROGRESSION THROUGH STEPS IS ENTIRELY THE STUDENT'S CHOICE.**

What happens at a Step 4 Conference?

Upon coming to campus, the parent will check in at the office and receive a visitor badge. The parent will be sent to meet with the teacher, followed a few minutes later by the student.

At a Step 4 Conference, the student will:

- State the problem or behavior choices.
- Express and accept responsibility for his/her choices.
- Offer an alternative method for managing his/her problem.
- Express a desire to return to class.

The parent will decide if the outcome of the conference is acceptable and will decide whether the student is ready to return to class.

A Step 4 Conference is designed to address the specific behavior choices of the student. If requested, another conference can be scheduled before or after school to discuss academic progress.

NOTICE - Steps may be adjusted for students who chronically interfere with the learning or working of others. When an administrator evaluates which consequences are appropriate, the student's past behavior and disciplinary record is taken into consideration.

Suspension: Suspension is used when a student is not functioning appropriately in the school setting and/or is out of control. At this point, the principal or designee will contact the parent and indicate that the child needs to be picked up at school. If that is not possible, the principal or designee will transport the student to the parent at home or at work. A waiting room may be used for the remainder of the day if a parent is unable to be contacted. The student will remain at home the following day or until he/she has satisfied the sanction requirements appropriate for his/her infraction as outlined in the Franklin Pierce School District's discipline policy and a successful conference has occurred. The Step 5 conference will be scheduled with an administrator. **Please note that Step 5 sanctions involve short and long-term suspensions and/or expulsion from Ford Middle School.**

What are the exceptions?

In most instances students will progress up and down steps in order. There are four exceptions to this: **Shadowing, Automatic Step 4, and Automatic Step 5.**

Shadowing: If a student interacts in any manner with a student on steps, that student has chosen the same step by "shadowing" – even if the student is on step four. No other student should interact with a student choosing steps.

Automatic Step 4: There are some behaviors that will automatically place a student on Step 4. Extremely disruptive, defiant, and/or unsafe behaviors result in a student automatically choosing a Step 4 Conference. One example would be direct refusal to follow adult directions or defiance, including refusal to come when called by an adult.

A student who makes a choice to be involved in any of the following may leap to Step 4 and may be eligible for Step 5, at the discretion of the administration:

- Skipping class/School
- Rough play/Play fighting
- Harassment/Intimidation/Bullying/Threats
- Fighting/Instigating fights/Spectating fights

Major Offenses: If a student engages in serious misconduct, the school will address those behaviors through Franklin Pierce School District Board policy. Major behavioral offenses include, but are not limited to, gang related activity, extremely unsafe or disruptive behavior, defiance and any behavior outlined in the *Franklin Pierce School District Student Rights and Responsibilities* brochure handed out during the first few days of school and upon student enrollment.

Automatic Suspension: If a student does not follow Step 4 procedures, he/she will be suspended from school. Such behaviors would include failing to report to the *Make Your Day* office, disruption in a buddy room and refusal to follow the directions of the *Make Your Day* coordinator.

Requesting Steps

Because *Make Your Day* promotes student choice and responsibility, Ford Middle School faculty and staff recognize a student's right to make their own choices. There are two specific ways students are empowered to make their own choices within the *Make Your Day* framework.

1. **Opting Out** - Occasionally a student, for any number of reasons, may decide it is a better choice for him/her to sit on **Step 1** than be in the general learning environment. When making this choice the student may indicate to the supervising adult, "I would like to opt out." When the supervising adult acknowledges the choice, the student may sit on step one for the remainder of the period.
2. **Requesting a Conference** - Occasionally, a student may decide it is better choice for him/her to request a parent conference. A **Step 4 Conference** will then be held, prior to the student returning to class.

Franklin Pierce Community



Crisis

24 Hour Crisis Line	1-800-576-7764
24 Hour Youth Crisis and Help Line	1-800-RUINA WAY
Child Protective Services (CPS)	1-800-ENDHARM
Crystal Judson Family Justice Center (DV)	798-4166
Family Reconciliation Services	983-6100
Polson Control	1-800-222-1222
Police/Fire Emergency	911
Red Cross	474-0300
Sexual Assault Center	1-800-756-7273/474-RAPE
Suicide Prevention Lifeline	1-800-273-TALK
YWCA (DV Hotline)	383-2593

Disability Services

DSHS, Division of Developmental Disabilities	404-6500
Pierce Co. Coalition for Developmental Disabilities	564-0707
Pierce County Community Connections	798-4240
Tacoma Area Coalition for Individuals with Disabilities	565-9000

Drug/Alcohol

24 hour Helpline	1-800-562-1240
Alanon and Alateen	1-800-726-8094
Alcoholics Anonymous	474-8897
MOMS and Women's Recovery	798-6009
Narcotics Anonymous	531-8792

Education and Employment

Educational Opportunity Center	572-5960
Goodwill	573-6500
Tacoma Area Literacy Council	272-2471
Tacoma Community House	383-3951
Tacoma Urban League	383-2007
Washington Women's Employment and Education	474-9933
Worksource	593-7300

Ethnic Services

Centro Latino	572-7717
Foundation for Multicultural Solutions-EI Camino	572-3214
Indochinese Cultural and Service Center	473-5666
Korean Women's Association	535-4202
Pierce College - ESL	964-7325
Samoan Family Support Services	535-9616
Tacoma Community House	383-3951

Family and Parenting Services

Bates Parenting Class	680-7511
Bethel Family Support Center	683-6850
Catholic Community Services	383-3697
Child Care Resource and Referral	591-2025
Eastside Family Support Center	627-7368
Love and Logic Parenting Classes	298-4056
Parkland Family Support Center	798-6557
Puyallup Family Support Center	845-9177
Hope Sparks Relatives Raising Children	565-4484
Youth for Christ- Incredible Years	572-7888

Food/Clothing/Basic Needs

CARE -(resources/support groups)	572-CARE
CLEAR -(legal services)	1-888-201-1014
Clover Park Tech-(auto repair)	589-6044
CSO-Tacoma -(DSHS benefits)	1-877-501-2233
FISH Food Banks	383-3164
Francis House -(clothing bank)	848-3618
LOVE, Inc	531-2366
Metropolitan Development Council (MDC)	383-3921
Need-a-Break (auto repair/furniture bank)	284-4282
Paratransit Services	1-800-925-5438
Parkland Baptist Church -(food bank)	535-1293
Pierce County Community Connections	798-7240
Rainier View Church-(clothing, dinner)	531-0757
Saint Vincent De Paul- (rent/util. assist/clothing)	537-5266
Trinity Lutheran Church (meals/ food bank)	537-0201
United Way of Pierce County	211/ 572-HELP(4357)

Housing/Shelter

Access Point 4 Housing	682-3401
Habitat for Humanity	627-5626
Helping Hands House -(housing/ rent/ utilities)	848-6096
LASA	581-8689
Martin Luther King Center - Housing	627-1099
Phoenix Housing	471-5340
Pierce County Housing Authority	620-5400
Rebuilding Together -(housing repair)	238-0977
Salvation Army ---Tacoma/ 572-8452 ---Puyallup/841-1491	
Tacoma Housing Authority	207-4400
Tacoma Rescue Mission-Housing	272-1974

Medical/Dental/Vision

Community Health Care	Parkland/ 536-2020 Spanaway/847-2304
Lindquist Clinic - Children's Dental Care	539-7445
SeaMar - Medical, Counseling, Dental (Spanish)	593-2144

Mental Health

A Common Voice	537-2145
Bridges - Center for Grieving Children	272-8266
Catholic Community Services	383-3697
Comprehensive Life Resources	396-5800
Good Samaritan Mental Health	445-8120
Greater Lakes Mental Health	581-7020
Hope Sparks -Counseling	565-4484
Kwawachee Counseling Center	593-0232, ext.247

Military

Airman and Family Readiness Center	982-2695
Army Community Services	967-7166
Children Guidance Center (Madigan)	968-6880
Military and Family Life Consultant Program	495-8425
Military One Source	1-800-342-9647

Pregnancy

Care Net Pregnancy & Family Services	Lakewood/ 984-6222 Tacoma/383-2988 Puyallup/770-8697
Planned Parenthood	779-3900
Pregnancy Aid of Tacoma	383-4100
WIC - Infant Nutrition	Parkland/ 531-2460

Youth Services

4-H	798-7160
Big Brothers/Big Sisters	396-9630
Boy Scouts	752-7731
Boys and Girls Club	502-4600
Camp Fire USA	627-8153
Companionship Program	798-2997
Gateways for Youth	383-4361
Girl Scouts	475-0307
Pierce County Library	536-6500
Pierce County Parks and Recreation	798-4176
Pierce County Skills Center	683-5950
Summit Parkland Youth Association	298-3026
YMCA -Lakewood	584-9622

Sponsored by:

Franklin Pierce YOUTH FIRST!

"Our mission is to mobilize community members and resources to support families and provide an environment in which youth will grow up emotionally and physically healthy, safe and alcohol and drug free."

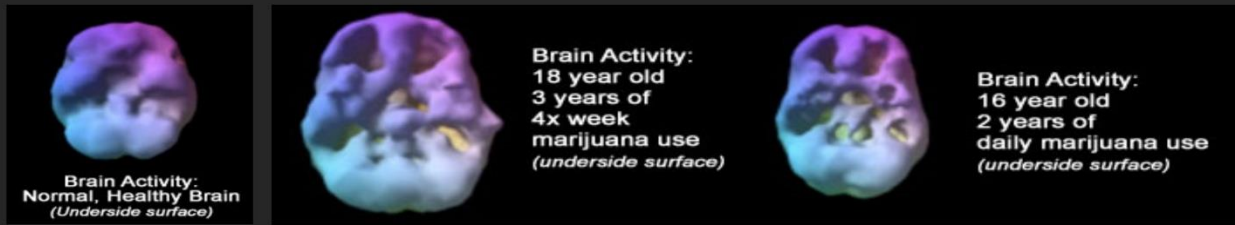
For more information about Franklin Pierce YOUTH FIRST! you can contact the Drug Free Communities Coordinator at 253-298-4056 or check out our website at www.fpuyouthfirst.com

Revised 08/2012

Marijuana & Your Developing Brain

The teen brain is more at risk to the effects of marijuana (and alcohol) as your brain is still growing—a lot. Your brain will continue to grow until you are 25. Marijuana impacts the parts of your brain that create memory, help you focus, and build decision-making skills, to name just a few.

Make a healthy choice. Which brain do you want?



**Make
Healthy
Choices**

www.fpyouthfirst.com



**NOW'S
A GOOD
TIME TO
THINK**

about marijuana

**Make
Healthy
Choices**



More than 9 in 10

Ford Middle School students have NEVER tried marijuana¹

IQ

Using marijuana as a teen can cause you to lose up to 8 IQ points.

BRAIN

Using marijuana as a teen physically changes your brain.

LAW

It is illegal for anyone under the age of 21 to use marijuana.

www.fpyouthfirst.com

¹ 2014 Healthy Youth Survey. 92% of Ford Middle School 6th and 8th graders have never tried even a puff of marijuana.



Ford Middle School

Student Handbook A, B, Cs

All students are expected to have a Time Tracker. Students are expected to keep these trackers intact. Students must not color, fold, doodle, or destroy any of the pages or cover. It is the responsibility of each student to read and know the information contained in the tracker.

Academic Expectations

Ford Middle School is committed to providing a meaningful, quality education, which will prepare students for the challenges of our world. To accomplish this, Ford Middle School provides a number of supports and different modes of communication between school and home regarding academic programs.

Study Skills & Required Materials - Each student is expected to have each of the following at all times:

- a three-ringed binder with dividers (PEECHEES AND PAPER-TYPE FOLDERS ARE NOT SUBSTITUTES),
- a Ford Time Tracker,
- three sharpened pencils and an ink pen, and
- notebook paper.

The binder will be used for the organization of materials, holding assignment sheets, completed assignments, notes, and/or handouts from each class in their notebooks. The binder will be checked periodically throughout the school year.

Grades – Ford Middle School uses a standards-based approach to grading. Classroom teachers expect students to demonstrate proficiency on academic standards, and students will be given multiple opportunities to demonstrate mastery of the standards. Grades reflect what students know and are able to do. Work habits such as following directions and work completion will be communicated in other ways. Parents can **monitor student grades weekly** using On-Line Grades, accessed at www.fpschools.org.

Progress reports are sent home at least one time per grading period and **report cards** are given out every nine weeks (quarterly basis) in order to notify parents of their child's progress. Grades are mailed home for parents within a week following the end of the grading period.

Parent/Teacher Conferences - Teachers are available for contact during their planning periods. Parents wishing to confer with a teacher should contact either that particular teacher or a counselor to arrange an appointment.

Formal Student-Led Conferences are offered in both the fall and the spring. Students' Advisors will contact you with additional information. Fall conferences showcase student goals for the year; Spring conferences demonstrate reflection on annual goals and future planning implications. Conferences are a great way to celebrate each student's success and are required as a part of the Ford promotion policy.

Promotion Policy/Standards – Demonstration of acquired grade level skills and content knowledge is required for students to advance to the next grade level. To pass a class, a student must earn at least a C. Please see your student's grade level counselor or advisor for further information about the promotion policy.

Academic Interventions – Ford is committed to providing programs to help students to be academically successful. Ongoing interventions are provided for students needing additional support, including teacher assistance, additional instructional time, conferences with parents, student academic progress reports, quarterly school-wide report cards, "The End" tutoring program, after school academic and enrichment opportunities, and various student academic support classes.

Graduation/Promotion - Promotion celebrations and activities are privileges only available to those students who have earned enough points to be promoted to the next grade level.

Assignments During Suspensions - Absences due to a short-term suspension are excused absences; therefore, students may make-up any missing assignments. It is the responsibility of the student to complete this work and to turn it in to the appropriate teacher(s). Accepting assignments missed due to a long-term suspension is at the discretion of the teacher(s).

Assignments Due to Absences - Assignments due to excused absences may be requested through the

office. Please allow 24 hours for this material to be compiled.

Academic Dishonesty - Students found cheating in any way (for example, plagiarizing, copying, providing answers to other students, claiming other people's work as their own) will face disciplinary action, which may include reduction of their grade, loss of credit and/or school discipline.

Section 504 - The Franklin Pierce School District complies with Section 504 of the Rehabilitation Act that prohibits discrimination against students due to their handicapping condition. Questions or concerns relating to Section 504 may be addressed to the District's Learning Support Services Executive Director, John Sander, 315 South 129th Street Tacoma, Washington 98444, (253) 298-3005.

A

ttendance

Regular school attendance is necessary for mastery of the educational program provided to students of the district.

Absences

Franklin Pierce Schools Policy will be followed. The policy states: The following are valid excuses for absences and tardiness:

- a. Participation in school-approved activity.
- A. Absence due to illness, health condition, family emergency, or religious purpose.
- B. Absence for parental-approved activities.
- C. Absence resulting from disciplinary actions or short-term suspension.
- D. Extended illness or health condition.
- E. Excused absence for chronic health condition.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

If your child is going to be absent from school, **please notify the school as soon as possible**. An *Automated Calling System* makes calls home when students miss one or more periods of school.

Planned Absence: Parents can request a planned absence form from the office in order to notify teachers and the office of absences planned in advance. It is the responsibility of the **parent/guardian** to provide notification of the dates and reasons for the missed days. Please avoid

scheduling medical, dental, or legal appointments during school hours whenever possible.

Returning from an Absence: Upon returning to school following an absence, students need to report directly to the attendance office with a written excuse signed by a parent or guardian. The parent may also phone the school the day of the absence, stating the reason for the absence. Unless an excuse is presented to the attendance office, within 3 days of the student's return to school or a phone call is received, the absence will be considered unexcused.

Unexcused Absences: Students whose absences are unexcused are only allowed to make up missed assignments at the discretion of the teacher. If a student has an unexcused absence or is truant from school, the consequence will require a parent conference and may include Step 4.

Each unexcused absence shall be followed by an unexcused absence notification to the parent from the student. After three unexcused absences within any month, a conference shall be held between the parent, student, and assistant principal. No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, the district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student. Twenty consecutive days of unwarranted absences will result in the student being withdrawn from school. Permission to be absent from school for reasons other than illness may be granted by an administrator, upon a request by the parent/guardian.

Early Dismissals: Parents are asked to make requests for early dismissals only in the case of urgent necessity. Students will be released from class when a parent or guardian signs their student out in the office. Students will be expected to make up all class work missed.

Tardies: Students who are late to class without staff permission will be considered tardy. Students will receive a lunch detention when they have accumulated 5 tardies in a quarter. Additional tardiness to class may result in lunch detentions, Step 4 conference, or Friday School.

Behavior Expectations

As stated in Franklin Pierce School District Policy No. 3200, *all students who attend the district's schools shall comply with the written policies, rules, and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.*

Students are expected to behave RESPECTFULLY to contribute to the safety and civility of the school.

Students are encouraged to contact Ford administrators or security to report any unsafe situations, threats or any vital information concerning Ford Middle School students and /or staff.

Ford Middle School Office 253-298-3600

Harassment/Intimidation/Bullying – Harassment, intimidation, or bullying can take many forms, including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, oral, physical, or electronically transmitted messages or images. Harassment, intimidation and/or bullying are not tolerated at Ford Middle School and will be addressed according to the *Franklin Pierce School District Student Rights and Responsibilities* brochure handed out during the first few days of school and upon student enrollment. (FPS Policy No. 3207)

Sexual Harassment - Sexual harassment is defined as any unwanted sexual attention that makes a student feel uncomfortable, or interferes with his or her educational opportunities and/or ability to do work. Sexual harassment is not tolerated at Ford Middle School and will be addressed according to the *Franklin Pierce School District Student Rights and Responsibilities* brochure.

Internet - Ford students must sign and abide by *Franklin Pierce Schools Internet Policies and Regulations* when using the Internet. Student digital messages must not threaten, intimidate, or harass other students or disrupt school. Such communications, wherever written, will be subject to school discipline.

Gum –To maintain a clean campus that demonstrates student and staff pride in our school, students at Ford Middle School are expected to refrain from chewing gum while at school.

Play Fighting - Play fighting is not allowed at Ford because it can lead to physical injury and it disrupts the safe learning environment. Some students use "play fighting" as a form of intimidation of other students. Play fighting includes hitting, punching, tripping, chasing, pushing, pinching, etc., or pretending to do these acts. All such acts are subject to school discipline.

Public Displays of Affection – School is a place of work and business; therefore, public displays of affection (PDA) are not appropriate. A few examples of PDAs include holding hands, kissing, hugging and/or sitting on another student's lap.

Weapons - Students must not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment. The possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. Franklin Pierce School District policies will be followed when handling discipline issues to address weapons on campus, on district property, or at any school function. ** Water shooting devices of any kind (including water balloons) are not permitted on campus at Ford.

End of School Year: Reverse Suspensions - In spring, students who receive a suspension from school may serve a "reverse suspension" starting with the last day of school. Exceptions to this policy would include immediate suspensions related to serious infractions: i.e. fighting, threats, and or other health/safety issues.

Bus Rules - Student safety is the primary concern of the transportation department. Students whose conduct is not acceptable will be subject to disciplinary action by the bus driver or the transportation department. The bus driver is in full authority at all times and may assign seats or remove disruptive students from the bus. For questions regarding transportation, including discipline issues on the bus, refer to the student bus conduct report or please call 253-298-3865.

Office Conduct - Students are expected to be quiet and courteous while in the office. Students may only

enter the office if they personally have business in the office. Office phones may be used by students only in emergencies and with the permission of a secretary or an administrator.

Closed Campus Policy - Ford Middle School operates as a closed campus. Only students enrolled at Ford are allowed on campus during the school day (**7:00 – 5:30**). No student visitors are allowed at school during any part of the school day.

All other persons must check in at the main office. Unauthorized people will be directed to leave campus. Refusal to leave school grounds becomes trespassing, a criminal act, and the police may be contacted.

Students are **NOT** allowed to leave the school grounds after arriving at school in the morning, or any time during the school day, unless they are properly checked out through the office. **DO NOT LEAVE SCHOOL DURING THE DAY WITHOUT FIRST CHECKING OUT THROUGH THE OFFICE.** Students who fail to check out will be considered truant and will be subject to school discipline.

After School - Students who leave campus are not permitted to return to campus unless they are accompanied by their parent or guardian. Students must leave campus within 10 minutes of the end of the day or of any school-sponsored event or athletic contest. Failure to leave campus may result in school discipline or the student being excluded from future after-school activities or athletics.

Off-Limits Areas - For safety and convenience, there are some off-limit areas on our campus. Before school and during lunch, students should remain in approved areas: cafeteria, courtyard, and supervised play areas. Students are not allowed in the front of the school, behind the gym, or off campus. The railroad tracks are off campus.

Dress & Appearance – Ford Middle School is a place of work and learning. We expect our students to be dressed for an academic atmosphere of purposeful learning and responsible citizenship. Students are expected to dress modestly. **Final decisions regarding dress code violations will be at the discretion of administration.**

- Shorts and skirts are acceptable if their length is to the fingertips or longer when hands are at the student's sides and the shorts or skirt sits at the student's natural waist. Sweaters, cardigans, or long shirts are considered tops, not covers for the

lower body. Rips, tears, or holes should not expose skin or underwear above fingertip.

- Shirts are expected to cover up the entire shoulder area (neck to end of shoulder) and not show over exposure of armholes or chest area. Shirts need to cover a student's midriff and back when arms are raised above the student's head or when the student is seated.
- Undergarments should not be exposed or seen. Should students wear see-through, sheer, mesh or lace garments, clothing beneath it must comply with the dress code.
- Pants are to be worn on the hips and not below. Sagging of pants **is not** permitted.
- Pajama bottoms and slippers are not appropriate attire for school and are therefore not permitted.
- Students are not permitted to wear anything that is profane, lewd, or could cause disruption or interference with school operation.
- Clothing may not contain words or images that degrade on the basis of race, religion, ethnicity, disability, or sexual orientation or pose a threat of imminent violence or disruption of school.
- Dress and appearance must not present health or safety problems, or cause disruption. Students may not wear attire that has gang affiliation such as: bandanas or bandana print clothes, handmade rosaries, colored shoelaces, cloth belts that hang down, or color blocking (one color head to toe).
- Writing on clothing and bodies will not be permitted.
- Students are not permitted to wear articles of clothing or jewelry that advertise alcohol, tobacco products, illegal drugs or promote violence. (Franklin Pierce Schools Policy No. 3224 and Procedure 3224P).
- Spikes, chains, grilles (for teeth) and studs are also not permitted on campus.
- Students are not allowed to wear hats with bills on campus. Hoods or knit hats are allowed outside on school grounds only in cold, wet weather.
- Students are not permitted to wear tight fitting, knit pants such as yoga pants, leggings or similar looking items.
- Due to allergies, students are not permitted to use spray fragrances such as cologne, perfume, and/or body spray.

Progressive Discipline for Dress Code Violations

- 1st. Student changes clothes and calls home.**
- 2nd. Student changes clothes, calls home, and takes home policy for parent signature.**
- 3rd. Step Four, student changes clothes.**
- 4th. Friday School.**

Ford's dress code is one expression of our commitment to a safe, academically-oriented learning environment. Parents, we thank you for your assistance in helping your children learn to make wise choices about their school attire.

Students are RESPONSIBLE for remaining in the classroom during the educational period.

10/10 Expectation – Students are expected to remain in the classroom during the first ten minutes and the last ten minutes of every class period unless there is a need for a health room visit or other emergency. Even if classes are blocked together, the first ten minutes of the period and the last should be reserved for introductory instruction and conclusion /reflection.

Hall Passes - During class periods, students who are out of class must carry their Time Trackers with the Hall Pass filled out including date, time, destination and teacher initials. As students leave a class, they must sign out on the classroom sign-out sheet.

Passing Expectations - Students are expected to move quickly to their next location. They should not gather in the hallways during passing times since this blocks traffic. Students may enter their classrooms to visit with friends during passing periods.

- Walk (not run) to, from, and in the cafeteria.
- Form orderly lunch lines.
- Purchase lunches in advance; no charging of lunches is allowed. Borrowing and loaning money is not allowed between students.
- Remain seated while eating or drinking.
- Dispose of garbage properly and stack trays neatly.
- Only re-enter the cafeteria with adult permission.
- Ask an adult for a pass before entering any building during lunch, including the office.
- Remain within the courtyard boundaries.
- Check out activity equipment with a student I.D.
- **Address lunchtime problems or concerns with an adult supervisor.**

Free/Reduced Lunch - Franklin Pierce School District, under provisions of the National School Lunch Act, offers free milk and free and reduced price breakfast and lunch to children from families who qualify according to eligibility standards. Further information and application sheets can be picked up in the office. **Ford Middle School is only allowed by law to provide free/reduced lunch to those who qualify. A student's privileges can be taken away if one chooses to share or give away one's food.**

Lunch on Early Release Days - Only students who get a lunch ticket in the morning, before school, will be served lunch in the cafeteria.

Cafeteria & Courtyard Expectations

The cafeteria and the courtyard are public areas of Ford's campus. The cafeteria provides students a place to eat and socialize before school and during lunch.

Cafeteria

Breakfast is available from 7:30 until 7:50 a.m. We stop serving breakfast at 7:50 a.m.

Lunch: Each lunch period is 30 minutes, during which time approximately 300 students are served lunch. While in the cafeteria for breakfast or lunch, Students are expected to:

1. Keep all food and drink in the cafeteria;
2. Remain seated until dismissed by an adult;
3. Clean up table, seat and floor before leaving their seats.

Cafeteria/Before School/Lunch Time Expectations

- Enter the cafeteria through the front doors only.

Expectations for Property

Students bring their own property and valuables to Ford Middle School at their own risk. The school does not require or encourage students to bring items with a value of more than \$5 to school.

Ford Middle School is not responsible for lost or stolen personal property. Please bring these valuable items to school at your own risk.

Personal Property/Valuables/Money - The District and Ford Middle School assume no responsibility for loss of personal property such as: MP3 players, CD players, cameras, cell phones, other electronic items, and other valuable items brought to school. These items present potential disruption to the educational environment and may be confiscated if brought to school.

Ford Middle School is not responsible for monitoring or investigating to recover lost electronic and/or personal property. Because of the

danger of theft, students are advised to keep valuable articles and amounts of money over \$5.00 at home. Students are not to bring water/juice bottles or glass bottles to school.

Bicycles at school must be parked and locked in the racks provided behind the cafeteria. They must be walked, not ridden, on campus. The storage area is not locked; students are responsible for locking their own bikes. The school assumes **NO** responsibility for damage to or theft of bicycles. Helmets must be worn, as required by law. **Skateboards, scooters, and skates of any kind, are not allowed at Ford Middle School.**

****Middle school students are not permitted to drive cars or any other motor vehicles to school.**

Book Bags & Backpacks - Backpacks and/or book bags are the responsibility of the student. The school is not responsible for lost or stolen articles from backpacks and/or book bags. The size of the bag must be no larger than 14" X 16" X 8". No bags and/or purses of any kind are not permitted at Ford on the last two days of school.

Electronic Devices - (Including but not restricted to: cell phones, MP3 players, cameras, etc.) Ford Middle School recommends these items be left at home. They should **remain out of sight, turned off, and in your backpack.** These devices will be confiscated if they are visible, heard or used while on campus. **We will not investigate disappearances or theft.**

Progressive Discipline for Cell Phone Violations

- 1st. Phone confiscated, stored in office, returned to student at the end of the day.
- 2nd. Phone confiscated, stored in office, returned to parent from office.
- 3rd. Phone confiscated, stored in office, returned to parent at Step 4 conference. Student recommended to check cell phone at office daily.
- 4th. Friday School.
- 5th. Suspension from school.

Lockers – Ford does not have student lockers on campus.

Laser Pointers - According to Franklin Pierce School District Policy, laser pointers are not allowed at Ford Middle School, on the school buses, or on any Franklin Pierce School District Property.

Lost & Found or Confiscated Items - Textbooks, wallets, watches, and other items of value found should be turned into the office so they may be returned to the rightful owner. Confiscated items will be turned into the office by school staff. The items will be logged and placed in a secured area. Parents must sign the property log sheet upon receiving any personal property from the office.

Permanent Markers - Students at Ford Middle School are not permitted to possess, use or carry permanent markers, including but not limited to Sharpie Markers®.

Fidget Spinners – Fidget toys of any kind are not permitted on Ford’s campus and will be confiscated by school personnel.

F

UN: ASB & Student Activities

Participation in school activities is encouraged at Ford Middle School. Students who participate in extra-curricular activities show higher levels of academic success. It is for this reason we expect all students to become actively engaged in school.

Student Activities - Students participating in school activities must be currently enrolled in school. Students may not participate in any school-sponsored activities or athletic contests on days when they are suspended from school or have received a step four. Students returning to campus without permission during a suspension may receive additional suspension days.

When staying to cheer for a team game, report directly to the designated, supervised area. School rules apply for students on campus, including dress code and cell phone rules. Students who leave campus may only return to campus under the supervision of their parent.

ASB (Associated Student Body) - Students must purchase an ASB card to participate in athletics, performance band or choir, student government, and some clubs. Students who purchase an ASB card will receive discounted fees for some school activities. The cost of an ASB card for the 2014-15 school year is **\$15.00**. Students who do not purchase an ASB card will receive a school identification card which should be carried at all times. ****Students may not participate in any on-campus sales that are not authorized by the Ford ASB. Any money exchanged by students on campus will go to the ASB account.**

ASB Leadership - ASB student leadership consists of students elected by their peers. The ASB board meets weekly to discuss and vote on school affairs and disbursement of ASB funds. The meetings are conducted under the supervision of the staff ASB advisor. ASB officers and representatives must maintain high academic standards, good attendance and have a record free of disciplinary action.

Activity Bus - An activity bus is available only for Ford students who are participating in extracurricular activities (such as athletics, clubs, The End, and dances) and for students who stay after school because of teacher requests. Activity bus routes are usually available at 5:00 p.m. M, T, Th & Friday. The activity buses take approximately one hour to complete the bus circuit and may not stop at regular stops. Therefore, students may have to walk a few extra blocks home. Please call transportation (298-3865) to verify specific routes and times.

Athletics - Interscholastic athletics are open to 7th and 8th graders who maintain passing grades, have purchased an ASB card, and have a current physical on file. Proof of current insurance is required at the start of each season.

Spring grades determine fall sports eligibility. See the "Guide For Student Athletes" displayed on the Ford Middle School - Sports Zone located on the district website (www.fpschools.org). Ford is a member of the Seamount League. ****Students must be in attendance for at least one-half of the school day to participate in any athletic contest, practice that day, or must receive prior permission from the athletic director.** Students may select from the following sports:

SEASON	GIRLS	BOYS
Sept-Nov	Fast Pitch/#XC	Football*/Soccer
Nov-Jan	Basketball	Wrestling*#
Jan-Mar	Soccer	Basketball
Apr-Jun	Track/Volleyball	Baseball/Track

* Indicates a sport in which girls may participate.
Indicates a sport in which 6th grade students may participate.

Teacher Assistants (students) - Students who are Teacher Assistants (TAs) must maintain a GPA of 2.5 or better and make consistent efforts to meet all school expectations. A positive and respectful attitude is required for all TAs. TAs will receive a pass/fail grade, not a letter grade, but.

Yearbooks - Students are encouraged to purchase a yearbook at the beginning of the year. The price for yearbooks usually goes up after Spring Break. Orders will be taken in the office for June delivery.

G

eneral Information

Ford Middle School seeks to serve students and parents. We hope the information included below is helpful. Please let us know if there is any other information you need.

Office & School Hours (253) 298-3600
 Main Office 7:30 a.m. - 3:30 p.m.
 Cafeteria Breakfast 7:30-7:50 a.m.
 Classroom Buildings 7:55 a.m. - 2:30 p.m.

Without prior teacher approval and supervision students should not be in the building prior to 7:30 a.m. or be on school grounds after 2:35 p.m. unless they are attending an athletic contest or another school-sponsored activity. **Parents, please check with the sponsoring adult to verify if there is supervision for the after school event prior to allowing your student to remain at school.**

Administrators

Ms. Renner, Principal of Ford Middle School, may be contacted with concerns related to teachers, other staff, curriculum, & programs.

Mr. Borden, Assistant Principal, may be contacted with concerns related to student discipline, attendance, athletics, & ASB.

Ms. Queen, Assistant Principal, may be contacted with concerns related to student discipline and special education.

Ms. Goodman, Dean of Students, may be contacted with concerns related to student discipline, testing, and grades.

Enrollment & Orientation – Enrollment packets can be picked up from the main office. Once a completed enrollment packet is turned in to the office, an appropriate student schedule will be generated. Students will be notified and will receive information regarding their first day of school and new student orientation.

Change of Address or Phone Numbers – Parents, please notify the office as soon as possible. Accurate records are critical in emergencies.

Fines - Students who have outstanding fines due to missing library books, locks, athletic equipment, damaged textbooks or other school materials must have all fines paid prior to participating in extra-curricular activities (including field day and dances).

Fire Drills & Emergency Procedures - A plan has been developed which will ensure the maximum efficiency

and safety for evacuating the building during emergency drills, or real emergencies. Instructions are posted for the students in each classroom to follow during a fire, earthquake, or lock down situation. Students are expected to maintain classroom conduct throughout the entire drill/situation and to become informed of the exit route for each of their classrooms.

Handbook Changes - Changes in the student handbook may be made during the school year by school administration. Notification of changes will be made in the peach jar.

Visitors & School Security - We welcome and encourage parents to visit Ford Middle School. For classroom observations, please request principal approval to visit 24 hours in advance. For student and staff safety, security measures are taken. Notably, all visitors must provide picture identification. ALL VISITORS/PARENTS MUST HAVE A VISITOR'S PASS FROM THE OFFICE. Student visitors are not allowed. Ford Middle School is a closed campus.

Any person wishing to speak with a student must be listed as a contact on the student's file. Picture identification is required.

Withdrawal or Transfer - Students who are transferring to or withdrawing from Ford Middle School must have their parent/guardian contact the school office for preparation of any necessary forms. All textbooks and library books must be returned and fines paid before student information is released to the new school.

H Health & Wellness Information

Ford Middle School is dedicated to providing for the physical, social and emotional well-being of our students and staff. For that reason, we offer a number of services to assist students and families.

Counseling Services – Ford Middle School has three counselors available to assist students. Counselors are assigned to serve students of a particular grade. Counselors provide support for students and parents in any of the following four domains:

1. attendance
2. academic performance
3. behavior
4. social/emotional well-being

Students desiring to see the counselor may sign their names on the board in the counselors' office area.
STUDENTS MUST NOT WAIT FOR THE COUNSELOR

UNLESS THEY HAVE AN APPOINTMENT. During class time, students must get a pass from their teacher before coming to the counselors' office. If a parent or guardian wishes to meet with a counselor, they should call ahead of time to make an appointment.

Health Services - The Health Room is open every day for students who are ill or in need of first aid. The school nurse is on call for emergencies. Students who become ill while at school **must** get a pass from an adult before reporting to the Health Room.

Nurse's Hours: 8:00-2:00 **Phone:** 298-3624

If the health aide or nurse is not available, students must report to the office. *Under no circumstances should an ill student go home without first checking in with the health room.* No medication can be given at school without signatures of the physician and a parent or guardian. This includes over-the-counter medications. (See Medication section.)

Immunizations - In order to protect children against a number of childhood diseases, Washington State Law requires that all children admitted to public and non-public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, chicken pox (varicella), and hepatitis B, as appropriate. Further information regarding required immunizations is available in our school office or online at the FPS website www.fpschools.org (Departments - Health Services - Vaccine Requirements – 2014-15 Requirements). **Students will be excluded from school if they do not meet the requirements of this law.**

Insurance - School accident and dental insurance policies are offered for middle school students. Brochures detailing these programs and their costs are given to each student at the start of the year. For further information please contact the office.

Medication - Students shall not have any medications (this includes both over-the-counter and prescriptions) in their possession during the school day. All medication must be brought to the health room so it may be locked up. A written request must be made using a form available in the health room or on the Franklin Pierce Schools website (www.fpschools.org). Any medication must be brought to the school nurse in its original container accompanied by a note from the physician and parent with specific directions.

Thank You for taking the time to review this important information. If you have additional questions please feel free to contact the office at 298-3600