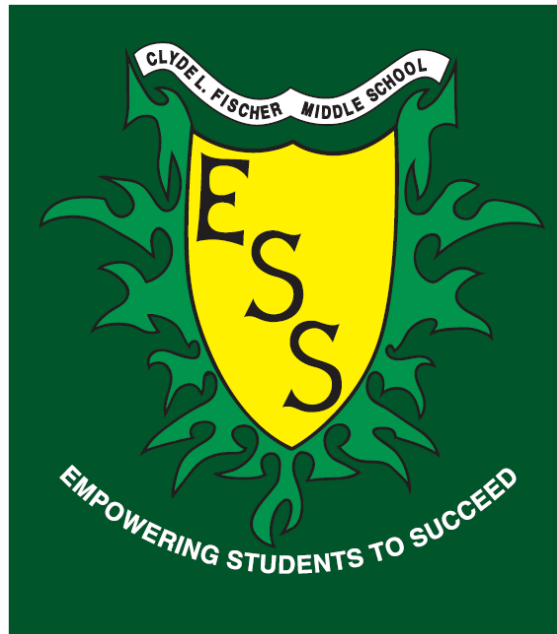


**FISCHER MIDDLE SCHOOL STUDENT HANDBOOK  
ALUM ROCK UNION SCHOOL DISTRICT  
2010-2011**



Clyde. L. Fischer Middle School  
1720 Hopkins Drive  
San Jose, CA 95122  
(408) 928-7500

***DREAM, BELIEVE & ACHIEVE!***

## PHONE NUMBERS

### ADMINISTRATION

Principal .....(408) 928-7506  
Dean of Academic Affairs.....(408)928-7507

### OFFICE

Main Number .....(408) 928-7500  
Fax Number .....(408) 928-7501  
Administrative Assistant.....(408) 928-7503  
Office Assistant .....(408) 928-7504  
Office Assistant.....(408) 928-7504  
TBD, Health Aide .....(408) 928-7505  
Library Aide .....(408) 928-7513  
Cafeteria Staff .....(408) 928-7510  
Attendance Office.....(408)928-7508

### FACULTY (By Room #)

Please note that all school phone numbers begin with 928.

Metal Shop .....7476	42 .....7538
Boys P.E. ....7520	43 .....7539
Girls P.E. ....7521	44 .....7540
Band .....7512	45 .....7541
11..... 7522	51 .....7542
12 .....7523	52 .....7543
13 .....7524	53 .....7544
14 .....7525	54 .....7545
20 .....7499	55 .....7546
21 .....7527	60 .....7492
22 .....7528	61 .....7478
23 .....7529	62 .....7479
24 .....7530	63 .....7480
31 .....7532	70 .....7518
32 .....7533	72 .....7481
33 .....7534	75 .....7487
34 .....7535	82 .....7488
35 .....7536	83 .....7489
41 .....7537	84 .....7490

Classrooms at Fischer Middle School may be reached by telephone. Voicemail messages may be left for teachers, simply look for the classroom that teacher is in and use the corresponding number.

### **Alum Rock Union School District Mission**

The Alum Rock Union Elementary School District develops skills for life-long learning within a culturally diverse preschool-8th grade student population. This is done through rigorous academic and innovative partnerships with all segments of the community.

### **Fischer Middle School Vision**

We are a dedicated community with a shared purpose to empower all students to succeed.

### **Office Policies**

- All visitors are encouraged to make appointments to speak with a teacher, counselor, or administrator. For safety and security purposes, we require that all visitors check in at the main office.
- The use of office phones is limited to emergencies only. All arrangements for after school activities and student pick-ups must be made prior to the students arriving.
- If a student must leave for an appointment or illness or arrives late due to an appointment, a parent must check them in/out with the office. All students must have permission from a parent/guardian before leaving the school grounds. No student will be released to a relative who is a minor or who is not on the student's emergency card.

### Emergency Information

In the event of an emergency or emergency drill, students may evacuate the buildings under the direction of their teacher, then line up for roll call and await further instructions.

### Medical

The district does not provide the services of a school nurse. In minor injuries, the Fischer Middle School Health-Aide will serve students. In the case of a serious injury or medical problem, the parent is immediately called. If the parent cannot be reached, the emergency numbers on the child's emergency card are called. If no one can be reached, we will call 911. It is essential that we are able to contact someone, so please keep your emergency card updated.

### Medication Policy

If a student has a special medical condition or need please notify the health assistant. If your child requires medication during the school day, the health assistant will require a physician's written authorization in original containers. Students are not allowed to carry any type of medications at school.

### Attendance

All students who are absent for school must obtain a readmit slip before reporting to class. In order to obtain a readmit slip students must provide the school with a written note which should include the student's name, grade, date of absence, and parent/guardian signature. Readmit slips are given only in 1<sup>st</sup> period at the attendance office.

A requirement for promotion/graduation is that students must be above the 90<sup>th</sup> percentile for attendance. For example if there are 200 days within the school year a student can not miss more than 20 days.

Daily attendance in school is mandatory. The only excused absences are:

- personal illness, religious holidays.
- medical, dental, and optometric services.
- serious family emergencies or the death of an immediate family member.

Parents must provide a reason for the absence, but it is the administration's responsibility to determine whether the absence is excused or unexcused in accordance with law.

In case of a long-term absence due to illness or accident, a physician's letter is required. Arrangements for academic work will be made on a case by case basis. This could include a home teacher or independent study. Full credit for classes will be given for satisfactory completion of all work.

All absences are subject to the school and district efforts in attendance improvement and truancy reduction. This includes school attendance review board hearings, home visits, and possible referral to the district attorney's office for prosecution.

#### Absence Verification

A phone call or note is required each day a student is absent for all or part of a school day. A voice mail system is available 24 hours a day at 928 – 7500 to report an absence.

#### Permit to Leave School

A parent, legal guardian or representative thereof must report to the front office to sign a student out for an early doctor, dentist, or other legitimate appointments. Students must report to the office and sign out. When you return to school, you will be issued an absence excuse for the periods missed.

#### Tardiness

Students are expected to be in their assigned class on time. Students who are on campus but not in their assigned class are considered late. Three or more unexcused tardies will result in one unexcused absence. Students arriving late must report directly to the office for an admit slip before going to class. Students may be assigned brunch, lunch or morning detention depending on the number of minutes tardy and frequency of tardies. Continued unexcused tardies will result in detention, suspension, a parent meeting or a referral to the Student Attendance Review Board.

## **Grading Policies**

### Grading System

All teachers at Fischer Middle School customize their grading policy to meet the needs of their courses based on a 9 week quarter. The grading criteria may include:

- ❖ Homework
- ❖ Tests
- ❖ Projects
- ❖ In-Class Assignments, Notebook, and Participation
- ❖ Positive In Class Attitude/Level of Effort
- ❖ Extra Credit
- ❖ Other

### Report Cards

Report cards are issued four per year at approximately 9 week intervals. Reports cards are mailed home to parents.

### “No Surprises Grading Policy”

Student grades will be posted every two weeks in the classrooms for parents and students to review.

### Grade Point Average

Fischer Middle School classes are academically demanding and provide students with the knowledge base they need to succeed in both future schooling and life. To indicate the student's performance and mastery in these subjects, the following letter grades will be assigned.

- |           |                                                         |
|-----------|---------------------------------------------------------|
| A (4pts.) | = Student has mastered the subject area                 |
| B (3pts.) | = Student is proficient in the subject area             |
| C (2pts.) | = Student is meeting the basics within the subject area |
| D (1pt.)  | = Student's knowledge and performance is below basic    |
| F (0pts.) | = Student is failing                                    |

Students cumulative Grade Point Average (GPA) will be calculated every quarter.

### Eligibility Requirements for Participation in 8<sup>th</sup> Grade Promotion Ceremony & Activities

Students who meet the ARUSD requirements above will be promoted to high school; however, students who meet the following requirements have demonstrated that they are on track to attend a prestigious university.

- Meet all of the ARUSD Promotion Requirements
- Have a cumulative 2.0 or above GPA throughout their middle school years.
- Maintain positive behavior throughout their middle school years by displaying a commitment to learning and positive values (limited # of behavior referrals as determined by school teachers and administrators).

## Homework Policy

The amount of homework students will have each night will vary. Generally, a student should have between one and two hours of homework each evening. Some teachers may assign homework over the weekends.

When a student is absent from school or suspended, it is his/her responsibility to arrange to make up the work he/she has missed with the teacher. In the event of a prolonged absence (three or more days), homework assignments may be obtained by calling the teacher. Completed assignments are to be returned by the student when they return to school.

## Student Dress Code

In compliance with Education Code 35183 and 35294.1 Fischer Middle School has established a positive dress code which, by law, is not a protected form of speech.

- Clothing may not display sports teams, offensive or gang-related colors or content.
- Clothing, shoes, accessories, backpacks and binders may not be red or blue or any variation such as pink, maroon, baby blue, etc.
- All clothing must be void of any logos.
- Tops:
  - Tops must be white, green, gray or black with a collar and sleeves.
  - Fischer shirts are acceptable on Fridays Only with jeans.
  - Shirt length must not exceed wrist length.
  - Hooded jackets and sweatshirts will be allowed; however, students may not place the hoods on their heads.
- Bottoms:
  - Bottoms must be khaki, black or gray.
    - Sweat pants are **ONLY** permitted in PE class.
  - Shorts and skirts must reach the bottom of students' knees.
  - No sagging; belt ends must be tucked into belt loops.
- Accessories: belts, undershirts, head/hair wear, etc.
  - Plain beanies are allowed during the cold months of the school year and may only be worn outdoors.
  - Baseball caps of any kind are not allowed.
  - Sunglasses may only be worn outdoors.
  - No bandanas or hairnets are allowed.
- Shoes:
  - Flip-flops, platforms, heels, heelies, etc. that present safety hazards are not permitted.
- Free Dress Days:
  - On non-uniform days, students will dress comfortably for the weather. Nonetheless, clothing must follow all free dress day standards and may not display sports teams, offensive, or gang-related content. Provocative or

revealing clothing is unacceptable.

- Backpacks (required):
  - Backpacks must be plain (no characters, logos or graffiti).
- Binders (required):
  - Binders may only have academic content displayed in the front and back sleeves.

Monday	Tuesday	Wednesday	Thursday	Friday
School Uniform	School Uniform	School Uniform or Teacher Incentive Free Dress Day (A signed and dated Free Dress Day Pass is required.)	School Uniform or Free Dress Day per SLC Weekly Competitions	School Uniform or Fischer top (Honor Society, SLC, HH360, ASAS, etc.) with jeans.

### **Free Dress Guidelines**

- **No** red, blue, pink, maroon, burgundy, light blue, teal, or baby blue.
- **No** graffiti, gang-related designs, or inappropriate language can appear on clothing.
- **No** flip-flops or house slippers (godfathers) are allowed.
- **No** tank, halter or spaghetti-strapped tops are allowed.
- **No** sagging pants, muscle shirts or tall T's.
- **No** sports team clothing

### **After School Programs**

Fischer Middle School offers a number of after school opportunities:

- After School All Stars
- After School Sports (Softball, Volleyball, Basketball, Cross Country, Soccer & Track)
- Homework Center
- YWCA
- Other Community Based Organizations such as Girls for a Change, Hip Hop 360, etc.

Other opportunities will be offered as resources become available.

Students participating in after-school programs must maintain a 2.0 grade point average with no "F"s in any class and maintain satisfactory attendance and good citizenship.

## **School Rules**

### **1. Be Present**

- Attend school daily and come ready to learn.

### **2. Be Prompt**

- Students not enrolled in 0 period band, P.E. or S.I.I.P. may not be on campus until 8:15 AM.
- Students are expected to be in their seats and ready to work when the bell rings at 8:30 a.m. Students are also expected to be on time for all their classes throughout the day.
- Any student who is out of class must have a valid hall pass.

### **3. Be Prepared**

- Bring all materials and supplies daily.
- Be ready to learn mentally and physically.
- Get at least 8-10 hours of sleep every night.
- Eat a healthy breakfast and drink lots of water.
- Complete all homework assignments.
- Have a book or other work with you, in the event that you complete class work early

### **4. Be Pleasant**

- Follow all school and classroom rules & policies.
- Be respectful at all times.

## **Student Supply List**

Students will need these supplies **ALL YEAR**. Please check and re-stock supplies at the end of each quarter. Thank you for your support in assuring that your child arrives to school with the proper materials.

1. An organizational tool such as a 2" binder, accordion style folder, or individual folders for each subject (may not be red or blue or any variation such as pink, maroon, baby blue, etc.)
2. Backpack (may not be red or blue or any variation such as pink, maroon, baby blue, etc.)
3. Pencils
4. Erasers
5. Blue and black pens (work written with fluorescent, gel roll, metallic or other colors will not be accepted)
6. Highlighters
7. Pencil sharpener
8. Glue sticks
9. Ruler: 12 inches long with metric and standard markings
10. Basic calculator
11. Pack of basic colored pencils
12. Lined white (8.5" x 11" college ruled) binder paper
13. San Jose Public Library Card



**For those students in need, we have extra supplies. Please contact the office.**

Backpacks, Briefcases, Etc.

Backpacks, briefcases, purses, and similar articles are for carrying required school items to and from school. School staff has the right to inspect backpacks, briefcases, purses, and other carrying articles if they have a reasonable suspicion that dangerous, inappropriate, stolen, or illegal items may be inside. No graffiti or gang-related writing or colors may be on backpacks or binders.

Bathroom

Students are to use the bathroom during non-class hours. Students will not be permitted to leave class to go to the bathroom except on an emergency basis.

Bicycles, Skateboards, Scooters, Etc.

Students who ride their bikes to school must be aware that bike racks are provided as a convenience with no guarantee of security. The school is not responsible for the damage or theft of bicycles. All bicycles must be kept locked at school. Each bike should have its own lock. California law requires each child under the age of 18 years to wear a bike helmet. Bikes, skateboards, scooters, etc, are not allowed in the school's corridors or in the courtyard area and may not be ridden on any part of the campus. Skateboards, scooters, roller-blades, and other rolling devices such as shoes with detachable or retractable wheels are not allowed on campus.

Books

Library books and textbooks are checked out to students. Books damaged or not returned must be paid for. It is the student's responsibility to see that books are cared for properly. It is recommended that students cover any textbooks that are checked out. Fees, fines, and lost-book charges must be paid. Promotion diplomas, report cards, class schedules, or yearbooks may be withheld until debts are paid.

Conferences

- ⇒ A conference is a meeting between the student, the student's parents, and the concerned teacher / principal or administrative designee.
- ⇒ Conferences may occur for academic or behavioral reasons.
- ⇒ Conferences are "problem-solving" sessions.

Grounds for Disciplinary Action are but not limited to:

- Attempting to cause, threatening to cause or causing physical injury to another person.
- Possessing firearms, knives, fireworks or other dangerous objects.
- Possessing, using, furnishing or being under the influence of illegal drugs, tobacco or alcohol.
- Stealing school or private property.
- Vandalizing school property.

- Swearing
- Committing vulgar or obscene acts. This includes spitting.
- Disrupting class and/or school activities.
- Defying the authority of the teachers, the supervisors, or the principal.
- Sexual Harassment.
- Threatening, harassing, or intimidating other students.
- Committing an act of hate violence.
- Cutting (unauthorized absence or tardy)
- Wearing inappropriate or revealing clothing
- Anything else deemed inappropriate by the school administration

General Conduct: This applies to school and school related activities. Students will refrain from yelling, screaming, shouting, and whistling when going from one class to another, at brunch, at lunchtime and before and after school.

Students will be held responsible if careless behavior or rough-housing results in damage to school property or the personal property of another student. Restitution will be required. Running, wrestling, and horseplay are not allowed at any time; fights will not be tolerated and will result in suspension or expulsion.

Students are to respect one another's personal space at all times. Students are to refrain from unauthorized violations of someone else's space or person.

Kissing, excessive hugging, and physical contact are forbidden.

Items inherently dangerous or items used dangerously or disruptively are forbidden. This includes, but is not limited to, rubber bands, paper wads, water balloons, squirt guns, and throwing objects.

By provision of the California Education code, students are responsible to school administrators and teachers for their behavior and conduct to and from school, on school grounds, and on the buses. Students will refrain from:

- Comments and actions that constitute racial, ethnic, religious, handicapped, or sexual slurs
- Statements that can be interpreted as a threat to others or to the school, or
- Harassment

#### Forbidden Items and Activities

Students are to refrain from bringing any unnecessary items to school other than items directly related to school activities.

**Cell phones, pagers, CD players, iPods, video games, etc. may not be on campus or be taken on fieldtrips.** These items should not be visible before school, during school or after school. If they are displayed, these items will be confiscated and returned only to a parent and the student will be assigned consequences. A second offense may result in confiscation of the item for the remainder of the year.

*\*If a student chooses to bring any of the items listed above, and they are either lost, damaged or stolen, Fischer Middle School and the Alum Rock School District will not be held responsible.*

Unlawfully possessing, offering, arranging or negotiating to sell any drug paraphernalia or possessing, using, being under the influence of, selling, offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, tobacco, or intoxicant of any kind, or imitative product, at or near the school or a school function, and then selling, delivering, or otherwise furnishing to any person another liquid, substance or material in lieu of the controlled substance, alcoholic beverage, or intoxicant is strictly prohibited. Violators shall be subject to arrest, and suspension and/or expulsion from school. (Board Policy #408)

Borrowing or exchanging money, selling gum, candy or other objects at school is not allowed BY STATE LAW. Items for sale will be confiscated and parents notified. Gambling or gaming of any kind is illegal and will not be permitted at school. Students are reminded to bring a minimum amount of money to school. The school is not responsible for lost money.

Due Process Rights: (Education Code 48900)

- All Fischer Middle School staff members will treat all students in a fair, equitable, and consistent manner.
- All students are assured due process.
- All students will be informed of classroom rules by each teacher.
- All students will be allowed to present his/her version of the facts to the principal or designee unless the situation is an emergency.
- All students and parents may have a conference with school staff.

Social Probation

Students with excessive tardies, cuts, behavior problems, or book fines will be placed on social probation, and may not be allowed to participate in school functions such as dances, off-site learning opportunities, assemblies, and extra-curricular activities until they are removed from the social probation list.

**Physical Education**

All students must participate in physical education and meet the indicated dress requirements. The only exceptions will be: a note from the family physician indicating why the student cannot participate in physical education and for approximately how long the student will be unable to participate; a note from a parent or guardian indicating a minor illness or situation that would not allow the student to participate in P.E. for no longer than three days; or a one day excuse at the discretion of the P.E. teacher.

Each item (including socks) must be marked with the student's full last name and first name initial. Students are responsible for marking their P.E. clothing. Further instructions regarding P.E. uniform markings will be given to students by their P.E. teachers. Gym clothes must be laundered as needed.

## **Universal Policies**

### Class Interruptions

Class will not be interrupted to deliver messages, forgotten lunches or lunch money etc... Also, if you forget anything or another student has something of yours, you will have to wait until after class to retrieve it.

### Closed Campus

Clyde L. Fischer Middle School, in accordance with state law and district policy, is a closed campus. This means that, upon arriving at school, students may not leave the school grounds unless authorized by a parent or school personnel. Violation of this rule will result in suspension.

If students leave campus at the end of school, they will not be permitted to return to after-school programs including After School All Stars, Homework Center, YWCA, etc.

### Fund Raisers

The Fischer Middle School Student Body sponsors a variety of fundraisers. The money raised will support student body and school activities. In order to participate in fundraisers, you must have permission from your parents.

### Have a Problem or Need to Talk?

Communication is the best way to solve or prevent a problem. You may request to see the school counselor or another staff member.

### Lost and Found

Students who misplace articles should visit the Lost and Found to see if the articles have been turned in unclaimed. Articles are donated to a charitable organization at the end of each quarter.

### Phone Messages

The office phone is to be used only for emergencies during the school day. The student must have the permission of a staff member to make the emergency call. Phone calls other than emergencies may be made from the classroom with the permission of the teacher. Incoming calls to students are limited to emergencies.

### Visitors

Student visitors are not permitted on campus because of the interruption to classroom activities and disruptions in the usual routine of the school.

We do encourage parents to be active participants in their child's education.

VISITORS to the campus must sign-in in the front office, obtain approval from the administration and wear a VISITOR pass.

### **Important Laws about School**

Here are a few of the many laws relating to your right to a safe and secure school.

“All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.”

***EDUCATION CODE 48908***

“Every teacher in public schools shall hold pupils to a strict account for their conduct the way to and from school, on the playground, or during recess.”

***EDUCATION CODE 44807***

“Any minor who willfully cuts, defaces, or otherwise injures in anyway school property or private property is liable to suspension or expulsion...and the parents...shall be liable for all damages caused by the minor.”

***CALIFORNIA ADMINISTRATIVE CODE, TITLE 5, SECTION 301***

“Activities, symbols, colors, groupings, or paraphernalia associated with gangs or special interest groups are strictly forbidden.”

***CALIFORNIA PENAL CODE, SECTION 13826.65***

“Jackets, sweaters, or apparel, insignia, or other items which are known or suspected of identifying any group, gang or activity other than those sanctioned by the school are prohibited.”

***EDUCATION CODE 35291***

“While on the school grounds a pupil shall refrain from gambling, immorality, profanity, and use or possession of tobacco, intoxicating liquor, narcotics, or other hallucinogenic or dangerous drugs or substances...”

***CALIFORNIA ADMINISTRATIVE CODE, TITLE 5, SECTION 301***

“A student who refers to any other student, staff member, or group either verbally or in writing through use of words that embarrass or ridicule by reference to said person's race, religion, color, sex, or handicapping condition shall be subject to suspension or expulsion.

***EDUCATION CODE 48916***

Other important California laws and district policies, including policies in the Alum Rock School District Policy and Procedure # 408 (Student Behavior). These procedures apply to all district students.