

# Morris Ford Middle School

1602 104<sup>th</sup> St. E Tacoma, WA 98445

## MISSION STATEMENT

To empower the hearts and minds of learners to imagine, learn, and grow so they are prepared to thrive and take on the world.

## ADMINISTRATORS' WELCOME

We would like to take this opportunity to welcome you to the 2021-2022 school year at Ford Middle School. We are so excited to have students back inside our school. We are fortunate to be a part of such a strong and caring community. This year is unlike any other in the history of Ford. Due to COVID-19, we understand school as we knew it had changed last year drastically. We have returned stronger and are taking strides to safely return to normal. Together we will not only face our challenges we will overcome them. During this year we want to make sure you will remain well-informed and confident that you understand our efforts to maintain a continuity of learning for all students. Your child's safety, health, and wellbeing is our top priority.

COVID-19 is not the only hardship our society currently faces. We also wish to address the amount of civil unrest within our community currently. We understand that we cannot change the world, however, as a diverse community we can stand in unity. Our school is committed to being responsive when faced with difficult conversations around racism, equity, and discrimination and address these issues in an honest way and with an open mind.

To help us make a tricky year a bit easier 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, equity, and community. Specialized experiences are designed to assist students who are struggling both academically and emotionally. Ford's goal is to offer 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, however, it is dependent upon state and district regulations during this pandemic. We look forward to helping all our students achieve success both in building and in distance learning.

At Ford we believe school is a partnership between many people and organizations. We look forward to providing a high quality and equitable education 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.

### **Restorative Practices Program**

Ford Middle School's restorative practices program has one guiding principle:

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

*Restorative practices* provide a consistent campus-wide program in which adults have high expectations for all students' academic and behavioral performance. We encourage student self-management. *Restorative practices* provide predictable outcomes for students' behavior choices. Students are expected to come to school ready to learn. The foundation of Ford's *Restorative Practices* program is the following:

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.
4. The 5 R's: Relationship, Respect, Responsibility, Repair, and Reintegration

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

## **What are Restorative Practices**

Restorative Practices is based on respect, responsibility, relationship-building, and relationship-repairing. Ford will use a three-tiered approach. Tier I focuses on building a strong community within the school, laying the groundwork for responsibility and respect. Tier II attempts to resolve conflicts and heal the harm students cause, while Tier III supports students reentering the school community after a suspension or expulsion has occurred. It also provides individualized support.

## **How do students reflect?**

Each period students will reflect on the following prompt; "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.

## **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) they may not be allowed to raise concerns or respond to concerns shown by others toward themselves.

## **Classroom Based Interventions**

Our goal is to give students multiple opportunities to stay with in the learning environment. At Ford teachers all use the same model for behavior correction. Expectations of individual teachers may vary but there is only one school rule, "I will not interfere with the safety and learning of others." Students are taught our schoolwide system during the first month of school and receive continuous lessons throughout the year. Our goal is to create an emotionally and physically safe environment for students to learn.

### **Student Restorative Justice Center**

The student RJC empowers **students** to resolve conflicts on their own and in small groups. The idea is to bring **students** together in peer-mediated small groups to talk, ask questions and air their grievances. Beyond mediation the student RJC can also solve conflicts between teachers and students and assist teachers with building community in their classrooms. This program is ran by our counseling staff and an adult is always present when a student leads a restorative session.

### **Restore at the Door**

In the event a student behavior leads to a student leaving the learning environment the following will occur:

- Student will check in with our Restorative Coordinator to debrief.
- Parent/guardian will be called to set up a parent restorative conference either in person or via Zoom.
- Administrator will check in with student and bring them back to class to have a brief “restore at the door” restorative meeting before re-entering the learning environment.

At the “restore at the door”, the student will:

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

### **Family Restorative Conferences:**

After three opportunities, repeated inappropriate behavior or an extreme incident results in a need for a parent/guardian Restorative conference in person, in Zoom, or if needed a phone conference. When this occurs, the student will be sent to the *Restorative Center* to make a supervised phone call to a parent to request a restorative conference. The student will notify the parent of the behavior that caused them to leave the class and schedule a parent conference at the school, zoom, or a phone conference. The purpose of the conference is focused on the following: to hear everyone’s voice, make amends for harm, to address the student’s behavior, allow the student to take accountability, , to take steps toward improved behavior, and to determine how to re-integrate student into class successfully. This process prioritizes face-to-face or

direct communication between student, parent, and teacher. Through this process, Ford’s staff members seek parents’ support in shaping student behavior. We understand these conferences cannot happen immediately. Once a call is complete and the student is calm and ready an administrator will hold a restorative conference between the student and teacher. Once this is complete the student will return to class. The expectation is that the parent conference is still held that day or within a maximum of 5 days of the incident.

As a reminder, **by the time a student chooses a Family Restorative, they have had three opportunities to remain in the class or an incident that was significant enough to merit family support; a Restorative Conference is driven by the student behavior.** It is important for the student, parent, and teacher to realize that **PROGRESSION THROUGH SCHOOL SYSTEMS or BEHAVIOR is ENTIRELY THE STUDENT’S CHOICE.** We acknowledge that part of growing, and learning is to reflect on experiences and choices. The goal is to provide a constructive space to heal and make positive changes.

### **What happens at a Restorative Conference?**

Restorative Conferences are held in a circle and the following questions will be discussed:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

At a Restorative Conference, the student will need to also:

- 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 be a partner with the teacher/staff/admin to decide if the outcome of the conference is acceptable and the agree upon the steps that need to be taken to reintegrate the student back into class.

A Restorative 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** - We recognize that all students come with unique needs and processes 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 and/or Emergency Expulsion (EE):**

Suspension or EE are 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 they have satisfied their sanction requirements appropriate for their infraction as outlined in the Franklin Pierce School District's Discipline Policy and a successful conference has occurred. The difference between a suspension and an EE is that a suspension is a direct removal due to behavior and an EE means that the behavior has not been fully investigated and the student must be removed for safety purposes until discipline has been decided and/or all information has been gathered. When a student earns a suspension or EE the expectation is that learning still continues. The student will be able to access distance learning resources to continue education services during this time. Upon return from a suspension or EE a re-entry Restorative Conference will be scheduled with an administrator. **Please note that these sanctions involve short and long-term suspensions, emergency expulsion, and/or expulsion from Ford Middle School.**

**Immediate Restorative Requests:** There are some behaviors that will automatically result in a teacher requesting Restorative Conference with the family. Extremely disruptive, defiant, and/or unsafe behaviors result in a student automatically choosing a Restorative Conference. One example would be physical harm.

A student who makes a choice to be involved in any of the following may lead to the need to hold a Restorative Conference and may be eligible for a suspension or EE, at the discretion of the administration:

- Skipping class/School
- Rough play/Play fighting
- Harassment/Intimidation/Bullying/Threats
- Fighting/Instigating fights/Spectating and encouraging 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, drugs, weapons, 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.

**Student Advocacy**

Because *Restorative Practices* promote 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 *Restorative Practices* framework.

1. **Requesting for Assistance** - A student, for any number of reasons, may decide they need help with a social situation, physical safety, a teacher, or any other conflict or emotional need. When making this choice to advocate for themselves the student may indicate to the supervising adult, "I would like to request assistance." When the supervising adult acknowledges the choice, the student may fill out a form to request to see the RJC, counselor, or admin for assistance.
2. **Requesting a Conference** - Occasionally, a student may decide it is better choice for them to request a parent conference. A **Restorative Conference** will then be held, prior to the student returning to class.

# 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.*

### **A**cademic 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:

- Ford Time Tracker and Binder
- Three sharpened pencils, 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** TeacherEase, accessed at [www.fpschools.org](http://www.fpschools.org).

**Progress reports** are sent home intermittently and report cards are sent out twice a year (once per semester) in order to notify parents of their child's progress. Semester report cards 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 are used to reflect on annual goals and future planning implications. Conferences are a great way to celebrate each student's success and a way to gain insight on student progress.

**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, frequent progress reports and semester report cards, "TAC," after school academic and enrichment opportunities, and various student academic support classes.

**Assignments During Suspensions** – Due to the availability of online learning during periods of exclusion students are expected to attend daily distance learning activities and should not fall behind.

**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. Also, students are able to refer to online learning to access content and materials missed.

**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 your student's counselor or the District's Learning Support Services

Executive Director, John Sander, 315 South 129<sup>th</sup> Street Tacoma, Washington 98444, (253) 298-3051.

# 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 student 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 need to 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.

Each unexcused absence will 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 third 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. Whenever a student is picked up during school hours a photo ID will be required. Students are only released to individuals on the approved contact list unless previous arrangements have been made with the school.

**Tardies:** Students who are late to class without staff permission will be considered tardy. Students will receive appropriate interventions and/or consequences when they have accumulated 10 tardies in a semester. Additional tardiness to class may result in a parent conference or after school learning.

# **B**ehavior 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.

**Social Media**- Any harassment, bullying, threats, or inappropriate exchanges through social media platforms

on or off of campus can and will be cause for disciplinary action once it causes students emotional distress at school or poses a physical threat.

### **Distance Learning**

When engaging in distance learning all school rules still apply. Students must follow distance learning guidelines as well as normal in school expectations. Consequences still apply during virtual learning.

**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.

### **Social Distancing and Masks**

All students and staff will maintain social distance and wear masks in accordance to state and district health regulations.

**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 office staff 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 excessive skin or underwear above fingertip.
- Sleeveless shirts should not expose of armholes or chest area. Spaghetti straps are not allowed.
- Shirts need to cover a student's midriff. No crop tops will be permitted.
- Undergarments should not be exposed or seen. Students should not 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.
- For safety reasons 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.
- 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). Gang affiliated attire is constantly changing and expectations around this will be evaluated by administration as needed.
- 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 may not have hoods up inside of a building

- Religious or cultural head coverings are permitted
- In accordance to CDC guidelines and state suggestions. There could be a requirement to wear a mask. The mask should be appropriate and not have any inappropriate images or wording on it. If student arrives with inappropriate mask a temporary mask will be provided.

**Progressive Discipline for Dress Code Violations**

- 1st: Student changes/covers clothes and calls home.**  
**2nd: Student changes/covers clothes, calls home, and takes home policy for parent signature.**  
**3rd: student changes clothes, conference call with parent /students**  
**4th: student changes clothes, parent conference with admin**  
**5th: After School Learning.**

We are committed 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. Our goal is to educate students and support families. If a student needs assistance with acquiring items of clothing based on need. Resources are available. Please contact administration or a counselor for support.

**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. 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 and interferes with social distancing expectations.

# **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. The following guidelines are dependent upon the current COVID restrictions in place.*

**Cafeteria or In Class Lunch/Breakfast**

**Breakfast** is available from 7:30 until 8:15 a.m. We stop serving breakfast at 10:00 a.m. If cafeteria is closed breakfast will be served in hallway of your 1<sup>st</sup> period and consumed in class.

**Cafeteria 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.

**Classroom Lunch**

Lunch will be delivered to the classroom and all food is consumed at your table or desk.

1. Keep your area clean as you eat and throw away all trash in designated garbage can.
2. Remain in your seat unless asking adult permission.

**Cafeteria/Before School/Lunch Time Expectations**

- Enter the cafeteria through south doors only.
- Walk (not run) to, from, and in the cafeteria.
- Form orderly lunch lines.
- 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.**

**Before School Expectations During COVID-19**

- **Students may not spend time in the courtyard or halls.**

- Once you arrive at school students must report directly to their 1<sup>st</sup> period classroom.
- All classrooms will open at 7:30. Please do not arrive before 7:30.

**Free/Reduced Lunch** - Franklin Pierce School District currently receives a grant that provides all students with a free breakfast and/or lunch daily regardless of need. All students are eligible to receive free breakfast and lunch daily at Ford Middle School.

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

## **E** 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: cell phones, air pods, 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 allowed to have clear water bottles with water only. Bottles cannot be glass. If students have drinks other than water it must remain sealed until lunch and any leftover drink will need to be thrown away.

**Bicycles** at school must be parked and locked in the racks provided near the entrance of 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.**

**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, gaming devices, air pods, headphones, speaker, 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

1<sup>st</sup>: Phone confiscated, stored in office, returned to student at the end of the day.

2<sup>nd</sup>: Phone confiscated, stored in office, phone call home, returned to parent from office.

3<sup>rd</sup>: Phone confiscated, stored in office, parent conference, depending on timeline parent possibly picks phone up. Student recommended to check cell phone at office daily.

4<sup>th</sup>: After School Learning.

5<sup>th</sup>: Required check in of device daily.

**We acknowledge that cell phones have become a daily and often essential part of a student's life. If the student needs to access phone during the day the expectation is that they ask permission first and are willing to be monitored while it is in use.**

### PE Lockers

Any issues of theft or missing items needs to be reported to a PE teacher or the office immediately. All lockers remain the property of the school and can be searched by school officials when there is reasonable cause. PE teachers will issue locks. Students will be charged \$6.00 for lost locks. The school is not responsible for items that are lost or stolen from lockers.

**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®.

# 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 would like 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 been absent. 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 2021-22 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, and clubs) 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 & Fri. 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 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> 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. **\*6<sup>th</sup> graders may not participate in football.**

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](http://www.fpschools.org)) once in the website go to registration under Family ID. Students must attend 3 out the 6 periods to attend practice or a competition. 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	FastPitch/Cross Country	Football*/Soccer
Nov-Jan	Basketball	Wrestling
Jan-Mar	Soccer	Basketball
Apr-Jun	Track/ Volleyball	Baseball/Track

**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.

**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.*

<b>Office &amp; School Hours</b>	<b>(253) 298-3600</b> Main
Office	7:30 a.m. - 3:30 p.m.
Cafeteria	Breakfast 7:30-8:15 a.m.
Classroom Buildings	7:55 a.m. - 2:35 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**

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

**Mrs. Goodman**, Assistant Principal, may be contacted with concerns related to student discipline, athletics, special education, & ASB.

**Mr. Preston**, Assistant Principal, may be contacted with concerns related to student discipline, online learning, attendance, and special education.

**Mrs. Thompson & Mr. McElvain**, Dean of Students, may be contacted with concerns related to student discipline, testing, and grades.

**Enrollment & Orientation** – Enrollment packets can be accessed online. Once a completed enrollment packet is complete and all documentation is submitted, 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 and real emergencies. Instructions are posted for the students in each classroom to follow during a fire, earthquake, or lock downs. 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 on the Ford Middle School website as well as shared with families.

**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.*

## **COVID -19**

During the pandemic our students' safety is a top priority. We need your help and support to help us create a safe environment for our kids to learn and our staff to work.

Please follow the below guidelines to help everyone stay safe and healthy:

Please keep your child home if:

- Your child has been directly exposed to someone who has had COVID-19 for at least 15 minutes.
- Your child has persistent chest pain/pressure
- Trouble breathing
- Bluish lips or face
- Temperature of 99 or higher (if able please take your child's temperature at home before coming to school)
- Once on our campus if your child exhibits any symptoms, expresses concern, or reports they have had contact with someone with COVID-19 we will ask you to come pick them up immediately.
- Your child's temperature may be taken while at school if we are concerned they are ill.

**Counseling Services** – Ford Middle School has four counselors available to assist students. Counselors are assigned to serve students of a particular grade or need. 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.)

#### Names & Numbers

Mr. Robuck: (253)298-3743

Ms. Sarachman: (253) 298-3743

Mrs. Sarachman: (253) 298-3637

Mr. Shouse: (253) 298-3719

**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 by contacting the district health coordinator at (253) 298-3047. **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](http://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.

**Water Bottles** – Students can have water bottles in their backpack as long as it is:

- Clear and see through (no tints)
- Has a cap on the top

**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