

Dear Students,

Welcome to the 2025-2026 school year at Fairfield Middle School! We are thrilled to begin another exciting year with each of you as we embrace our new school theme: "**Charting the Course to Excellence: Believe, Lead, and Succeed!**"

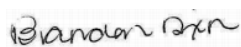
This year, we are committed to helping you grow into confident learners and strong leaders. Every lesson, every activity, and every challenge is an opportunity for you to learn, lead, and reach your full potential. Whether you're returning or joining us for the first time, we want you to know that this is a place where **you belong and your success matters**.

At Fairfield Middle, we are setting **very high expectations** for teaching and learning. Our goal is to not only prepare you for high school but also to lay a strong foundation for your future college and career success. We believe in you—and we expect you to believe in yourself, lead by example, and strive for excellence in everything you do.

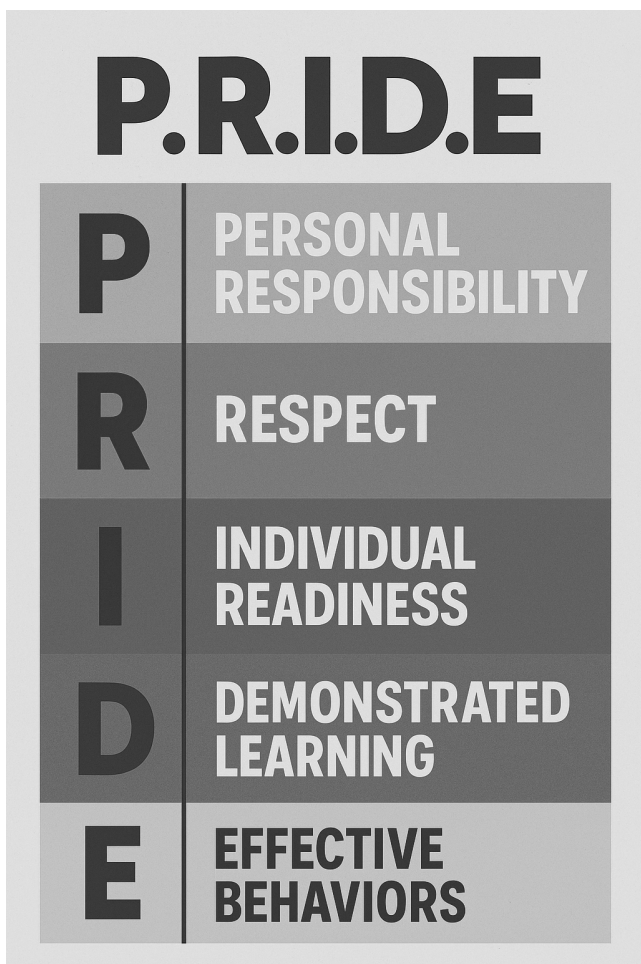
We can't wait to see all that you will accomplish this year. Let's work together, stay focused, and keep charting the course toward excellence.

Let's go, Fairfield Griffins—this is your year to **Believe, Lead, and Succeed!**

With P.R.I.D.E,



Dr. Dixon, Principal



The graphic features the acronym P.R.I.D.E. in large, bold, black letters at the top. Below it is a vertical stack of five rectangular boxes, each containing a letter and its corresponding definition. The boxes are arranged in a column, with the letters P, R, I, D, and E from top to bottom. The background of the graphic is a light gray color.

P	PERSONAL RESPONSIBILITY
R	RESPECT
I	INDIVIDUAL READINESS
D	DEMONSTRATED LEARNING
E	EFFECTIVE BEHAVIORS

**Fairfield County School District
2025-2026 Modified Balanced Academic Calendar**

Board Approved 02/11/25

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July

25	Teachers Begin/PD at Schools
28	Convocation/PD at Schools
29	Teacher Planning/Workday
30	District PD
31	Teacher Planning/Workday

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

1-2	Winter Break
5	Teacher Planning/Workday
6	Students Return
9	2nd Grading Period Report Cards Issued
19	M.L. King, Jr., Day Holiday

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

1	First Day for Students
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February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February

2	OEC Day/PD at Schools
9	3rd Grading Period Interims
16	President's Day Holiday
16	Inclement Weather Day if Necessary
17-20	Intercession

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

1	Labor Day Holiday
2	1st Grading Period Interims

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

18	3rd Grading Period Ends
26	Teacher Planning/Workday
26	3rd Grading Period Report Cards Issued/ Parent Conferences 11:00AM - 6:00PM (All Schools) No School for Students

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

3	1st Grading Period Ends
9	1st Grading Period Report Cards Issued/ Parent Conferences 3:30-6:00pm (Elem) 4:00-6:30pm (Secondary Schools)
13	District PD
14-17	Intercession

April 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April

6-10	Spring Break
28	4th Grading Period Interims

November 2025

Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November

12	2nd Grading Period Interims
24-28	Fall Break
24	Inclement Weather Day if Necessary

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

25	Memorial Day Holiday
25	Inclement Weather Day if Necessary
28	Early Dismissal for Students
29	Early Dismissal and Last Day for Students

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

19	2nd Grading Period Ends Early Dismissal for Students
22-31	Winter Break

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

1	Teacher Planning/Workday
5	4th Grading Period Report Cards Mailed

When in class, make sure you SLANT

Fairfield Middle School

Sit up straight

Listen

Ask questions

Nod your head

Track the speaker

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2025-2026 Bell Schedule

7:45 AM- 8:15 AM Student Arrival/ Breakfast/
Homeroom

8:15 AM- 8:20 AM Transition to 1st Block

8:20 AM- 9:05 AM 1st Block (Related Arts 1)

9:05 AM- 9:08 AM Transition to 2nd Block

9:08 AM- 10:08 AM 2nd Block

10:08 AM- 10:11 AM Transition to 3rd Block

10:11 AM- 11:11 AM 3rd Block

11:11 AM- 11:14 AM Transition to 4th Block

11:14 AM- 12:14 PM 4th Block

12:15 PM- 12:45 PM Lunch

12:45 PM- 1:25 PM Intervention

1:25 PM- 1:28 PM Transition to 5th Block

1:28 PM- 2:28 PM 5th Block

2:28 PM- 2:31 PM Transition to 6th Block

2:31 PM- 3:16 PM 6th Block (Related Arts 2)

3:16 PM-3:19 PM Transition to Homeroom

3:20 PM Dismissal

8th Grade Daily Bell Schedule

2025-2026 Bell Schedule

7:45 AM- 8:15 AM Student Arrival/ Breakfast/
Homeroom

8:15 AM- 8:20 AM Transition to 1st Block

8:20 AM- 9:20 AM 1st Block

9:20 AM- 9:23 AM Transition to 2nd Block

9:23 AM- 10:08 AM 2nd Block (Related Arts 1)

10:08 AM- 10:11 AM Transition to 3rd Block

10:11 AM- 11:11 AM 3rd Block

11:11 AM- 11:14 AM Transition to 4th Block

11:15 AM- 11:45 AM Lunch

11:45 AM- 12:45 PM 4th Block

12:45 PM- 1:25 PM Intervention

1:25 PM- 1:28 PM Transition to 5th Block

1:28 PM- 2:13 PM 5th Block (Related Arts 2)

2:13 PM- 2:16 PM Transition to 6th Block

2:16 PM- 3:16 PM 6th Block

3:16 PM-3:19 PM Transition to Homeroom

3:20 PM Dismissal



Students are expected to arrive to school on-time and be present each day for learning. Students that miss school miss valuable instructional time. Fairfield County School District Board Policy **JE Student Attendance** states that “regular attendance is necessary if students are to make the desired and expected academic and social progress”. Students enrolled in High School credit bearing courses must be present for a minimum of 120 hours of each course regardless of the number of days missed. Failure to meet this requirement will result in a student failing due to absences. Students are considered truant once they accumulate three (3) **consecutive** unlawful absences or a total of five (5) unlawful absences.

Any student who is not present in class by 8:20 A.M. is considered tardy. Students arriving late to school will report to the front office and must be signed in by a parent/legal guardian. Fairfield Middle School will implement the following consequences for students that are consistently tardy to class:

1st Tardy & 2nd Tardy- Recorded & Warning

3rd Tardy- Recorded & Warning

4th Tardy- Lunch Detention

5th-7th Tardy- After School Detention (3:20 PM-4:00 PM)

8th Tardy- ISS During Related Arts Class Periods

For additional information regarding absences from school, students and parents should refer to **Fairfield County School District Board Policy JH-Student Absences and Excuses**.

Academics

Fairfield Middle School serves students in grades seven and eight. The curriculum includes the following courses:

Seventh grade students take daily classes in English/Language Arts, mathematics, science, and social studies. All students participate in at least two other enrichment classes.

Eighth grade students take daily classes in English/Language Arts, mathematics, science, and social studies. All students participate in at least two other enrichment classes. Students who meet the eligibility requirements may take Algebra I or English I for high school credit. Students may typically earn up to two high school credits while in middle school.

Enrichment classes are a very important part of the total education program. These courses offer a variety of activities to meet students’ needs and interests.

Enrichment classes include physical education, general music, band, family and consumer science, computer science, health, chorus, art, financial literacy, dance, drama, world language, character education and embedded intervention in English/Language Arts, literacy, mathematics, science, social studies and general studies. Students may request enrichment courses; however, the courses are scheduled based on availability.

Identified gifted and special needs students are served in individualized classes to meet their needs in addition to the regular curriculum. If you feel that your child has some type of disability and is in need of special education, related services, or accommodations, please let the school administration know as soon as possible so that the school can provide appropriate educational opportunities to you for your child.

Our school has a Student Intervention Team which accepts referrals from parents and teachers concerning students who are experiencing significant educational and/or behavioral issues. Students whose disabilities meet state and federal guidelines will be offered special education services as determined by an IEP committee consisting of parents and school/district personnel. Please contact your child's teacher, school counselor, or administrator to make a parent referral.

PROMOTION REQUIREMENTS

In order to comply with state law and to ensure continuous and appropriate progress through Grades 7 & 8, the Fairfield County School District Board of Trustees has established the district's Promotion and Retention Policy, IKE. Students are promoted or retained in grade classifications based on these criteria:

Grades Seven and Eight

English/Language Arts – Completion of grade level English/Language Arts' standards and a yearly passing average of 60 percent including teacher weekly assessments, unit tests, and student work.

Mathematics – Completion of grade level mathematics standards and a yearly passing average of 60 percent including teacher weekly assessments, unit tests, and student work. Algebra 1 – The grade level end of course test counts 20 percent of the students' final grade average in the course.

Science – Completion and mastery of science grade level standards and a yearly passing average of 60

percent including teacher weekly assessments, unit tests, and student work.

Social Studies – Completion and mastery of social studies grade level standards and a yearly passing average of 60 percent including teacher weekly assessments, unit tests, and student work.

Elective classes – Students will not be retained based on performance in enrichment, creative and elective classes; however, it is strongly recommended for students to perform at their best because if they are very successful it may aid in increasing their overall academic average. Students will not be recognized for Honor Roll status (all A or A/B) if they have a grade less than 80 in any elective course.

In the seventh and eighth grades, performance on the state identified standards will be used to determine promotion, academic probation, or retention. Classroom performance will be the major criteria for promotion, although performance on state mandated tests will be considered each year. **Students that fail more than two(2) core courses will automatically be retained in the current grade for the next academic year.** Refer to Policy, IKE for additional information.

Attendance – For middle school level courses, to be considered for promotion, a student must meet attendance requirements, as specified in Policy, JH and administrative rule JH-R. A student may have no more than 10 unlawful absences per year. **No more than seven parent/legal guardian notes per year will be accepted as lawful.** Excessive absences may result in a student being retained in their current grade level for the next academic year.

For high school credit courses, when a student's absences exceed those allowed by state regulation, he/she will not receive credit in that course. The student may appeal to the principal to excuse the absences under the conditions specified in Policy, JH and administrative rule JH-R. Final determination regarding awarding of credit based on excessive absences will be made by the principal.

COMMUNICATION BETWEEN PARENT(S), FACULTY AND STAFF MEMBERS

Morning announcements are made daily via the Griffin Morning News Show. Parents must contact the school to

make alternative transportation arrangements. All students will be required to take their normal mode of transportation unless the parent has contacted the school.

Teachers will communicate with parents during the school year as the need arises. Contact will be made to notify parents of achievements, improvement, or possible areas of concern. We also encourage parents to contact teachers. Phone calls/district notification, parent portal, emails, letters, or conferences may be used to communicate. Interim reports and report cards are important ways of providing timely and meaningful information. **ParentSquare will be our main source of parental contact.** Parents needing access to their ParentSquare account should contact the Parent Liaison.

Parents may make appointments for conferences with teachers and counselors by calling the school counseling office or by emailing the appropriate grade level administrator. If parents have a concern, **the first contact should be with the teacher.** If this concern is ongoing, please contact the appropriate grade level administrator.

CLASS INTERRUPTIONS

In the course of our daily lives, we all inevitably forget things from time to time. Unfortunately, in an educational setting, this is a problem larger than just the forgotten item. Interruption of a class to call a student not only interrupts that student's instruction but also the instruction of all others as well.

As educators, we must comply with state, as well as, district and school requirements for content covered. We cannot afford to lose any instructional time in the course of a day. Please know we want to help your child in every way, but we must strictly enforce our policy on class interruptions. If your son/daughter has an item delivered to the office, he/she will be notified five minutes prior to the grade level lunch period to come pick it up. If it is after the lunch period when the item is delivered, the child will be notified prior to the afternoon homeroom period. It will be the student's responsibility to come to the main office to retrieve his/her item.

Please help us make every moment count and take a little time at home to pack book bags, lunches and assemble needed materials for the following day. Make sure if there is a deviation in the regular routine because of an appointment, the student knows exactly what the change is and the resulting effect. Thank you for your help, support and understanding as we strive to provide the appropriate learning atmosphere for your student.

NOTE: Students are not permitted to have food delivered from outside restaurants. Food delivered will remain in the front office. We kindly request that parents refrain from bringing outside food.

MAKE-UP WORK (Missing Work) **From FCSD Policy JH-R Issued 4/97**

Teachers will permit students to make up work missed **during an absence** as long as the student makes appropriate arrangements with the teacher no later than the student's **fifth day back at school.** The student must complete the work within **10 days after his/her return to school.** If a student is absent for several days, a parent can assist the student by contacting the guidance counselor and arranging to pick up the assignments for days that will be missed. Parents are asked to give a 24-hour notice to the school when requesting make-up work for his/her child. The work can be picked up from the main office.

NOTE: Missing work is referred to as work students have missed **due to an absence.** Students failing to submit work as instructed will result in the students not receiving credit for an assignment, which could result in a failing grade.

LATE WORK POLICY

Late work is defined as any work (with the exception of homework) completed and turned in after the designated due date. The philosophy of awarding partial credit takes into account the following: the teacher had a valid reason for assigning the work, the assignment is aligned to the curriculum, and the assignment is designed to help inform the student and teacher of the student's level of mastery of the course standards.

Fairfield Middle School will adhere to the following procedures for late work:

Students will have three days from the designated due date to turn in work. A grade of "0" will be assigned until the work is received and graded by the teacher.

- 1 school day late = a deduction of 5 percentage points off of the earned grade;**
- 2 school days late = a deduction of 12 percentage points off of the earned grade;**
- 3 school days late = a deduction of 20 percentage points off of the earned grade;**
- After 3 days = a grade of "0" will be assigned.**

NOTE: Because teachers are still grading current student work, teachers will have **5 days from the date the late assignment is submitted to enter the updated grade.**

Since homework is given as practice and reviewed in class on the day that it is due, late homework assignments will not be accepted unless the student has a verified absence from school on the date that the homework is assigned. Homework assignments not submitted on the due date will receive a grade of "0".

No late work will be accepted the last 5 days before grades are due for Report Cards:

1st Quarter: Last day to submit Late Work (**September 26, 2025**)

2nd Quarter: Last day to submit Late Work (**December 12, 2025**)

3rd Quarter: Last day to submit Late Work (**March 11, 2026**)

4th Quarter: Last day to submit Late Work (**May 20, 2026**)

Previously announced tests, quizzes, projects, and/or homework that have been scheduled BEFORE a student is absent may be made up the day the student returns to school (as long as there is no new material that has been taught).

REDO/RETAKE POLICY

Students will be able to retake tests. No classwork, projects, or quizzes will be able to be submitted more than once. **Please note that teachers may identify projects as a test grade; however, the project may only be submitted once.** The students will receive an average of the two test grades.

NOTE: Students may **not** retake more than two tests per nine weeks per course. The district benchmark grade is final and may not be retaken.

MEDIA CENTER

The Fairfield Middle School Media Center is open from 8:30 a.m. until 4:00 p.m. daily. Flexible scheduling is used in the media center. Entire classes, small groups, and individuals may use the media center on an as needed basis. Books are checked out for a two-week period. The school librarian maintains an acceptable use policy for computers and technology. Use of the school's computer system to obtain, download, view, print, or otherwise gain access to or transmit materials that are obscene, abusive, or otherwise objectionable will result in the loss of computer privileges and disciplinary action will be taken.

Students should leave their Chromebook chargers at home. Chromebooks are not to be charged in school. Students not arriving with Chromebooks charged will receive a Griffin PRDE referral.

Students that have lost a Chromebook charger must purchase a replacement for \$20 from the Media Center.

Arrival to School

Once students arrive, they are encouraged to get breakfast. All students must report directly to the Homeroom class. **Instruction will begin promptly at 8:20 a.m. No student may arrive prior to 7:45 AM.**

LATE ARRIVALS/TARDIES TO SCHOOL

- Any student who is not present in class by 8:20 a.m. is considered late to school.
- Any student arriving late to school will report to the front office and must be signed in by a parent/guardian.

EARLY DISMISSAL

Students are expected to attend all classes each day of the school year except for medical and family emergencies. In case of an emergency or an unusual need to leave campus before the end of the school day, the following procedures are to be followed.

- **ONLY PERSONS AUTHORIZED BY THE PARENT/GUARDIAN ON THE PERSONAL AND EMERGENCY INFORMATION FORM MAY SIGN A STUDENT OUT OF SCHOOL.**
- The person signing the student out of school must come into the attendance office and sign the sign-out sheet. A picture ID will be required.
- Parents are asked not to pick students up during classes. Arrangements should be made to pick up students between classes (bell schedule is in front of the handbook).
- There is a form required to be filled out for early dismissals.
- No early dismissal after 3:00 PM.

DISMISSAL

The official school day at Fairfield Middle School ends at 3:20 p.m. If a student walks or is a car rider, he/she must leave the school campus immediately at dismissal. Students involved in after school activities should report directly to their respective coach or sponsor, when dismissed by announcement. Once their participation in these activities is finished, please make certain someone is able to pick them up promptly. All car riders must be picked up by **3:45 PM.**

Please note: Students who walk are to leave the school campus and exit the school campus by crossing the street at the traffic light between FMS and FCHS. Students who participate in activities at Fairfield Central High School will be escorted to the high school by FMS personnel. High school students are not to be on the middle school campus nor are middle school students to be on the high school campus unless they have received administrative permission. All other students (FCHS at FMS or FMS at FCHS) will be considered trespassing and law enforcement will be contacted.

Students attending Gordon Odyssey Academy due to being placed in the Behavior Modification program may not be on the grounds of Fairfield Middle School or attend any school sponsored events. This includes academic, arts, and athletic events. Students will also not be allowed to attend the Fairfield Middle School promotion ceremony.

LEAVING SCHOOL GROUNDS

No student shall leave the school grounds at any time without permission, which can be granted only by the principal or his/her designee. Students who leave school grounds will not be allowed to return or ride a school bus home.

TEXTBOOKS

Textbooks are furnished free on loan to all students. Students are responsible for payment if books are lost, stolen, or damaged. No books are replaced until lost books are paid. Cost of textbooks are dependent on the title of the lost selection(s).

ATHLETICS

Athletics play a vital part of the total school program. Teamwork and discipline are characteristics that make for a well-rounded person. FMS fields teams in cheerleading, volleyball, football, and basketball. Students may also participate in Jr. Varsity baseball, golf, track and field, softball, and tennis at Fairfield Central High School.

Students/athletes are expected to meet all academic requirements set forth by the school district, SCHSL, and individual athletics teams to be eligible to participate in the program of choice. Students are rewarded for meeting and maintaining academic standards during the course of the year. Student athletes participating must also supply a medical history form, birth certificate, and have a sport's physical to compete in any sport.

EXTRACURRICULAR ACTIVITIES

Throughout the school year special activities will be planned for students. For after school functions (ball games, dances, practices, field trips, etc.) parents should make all transportation arrangements prior to the event. Times for school functions are usually noted on the calendar, marquee, or on daily announcements. It is imperative that students be picked up promptly at the end of an activity. Students who cannot obtain transportation for after school activities at the designated pick-up times should not plan to participate or contact an administrator prior to the event for assistance.

ARREST OF STUDENTS

Students are subject to arrest for violations of the law while on the campus or while participating in any school activity on or off the campus. This is in addition to school disciplinary actions. School due process procedures apply only to school disciplinary actions and do not apply to civil or criminal actions taken by the authorities.

ALL CASES NOT MENTIONED WILL BE HANDLED AT THE DISCRETION OF THE PRINCIPAL OR ASSISTANT PRINCIPALS WHO WILL RESERVE THE RIGHT TO INCREASE OR DECREASE THE CONSEQUENCES FOR A PARTICULAR OFFENSE DEPENDING UPON THE CIRCUMSTANCES OF THE CASE.

SUMMARY OF SOUTH CAROLINA CODE REGARDING ASSAULTS:

From South Carolina Code of Laws Section 16-3-612:

... if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel.

From South Carolina Code of Laws Section 20-1-7210:

... authorize(s) a child to be detained in a secure juvenile detention facility if the child is charged with assault and battery or an assault and battery of a high and aggravated nature on school grounds or at a school sponsored event against anyone affiliated with the school in an official capacity.

From South Carolina Code of Laws Section 59-63-370: (the law requires)

...the Department of Juvenile Justice, the Department of Corrections, of the Department of Probation, Parole, and Pardon Services when student is assigned to it, to notify the senior administrator of the school in which the student is enrolled of a student's conviction of certain crimes, to provide for notification to each teacher in whose class the student is enrolled of such convictions, and to provide for the inclusion of this information in the student's permanent record.

Discipline: Please refer to Fairfield County School District Code of Conduct.

YONDR CELL PHONE POLICY

Fairfield Middle School will continue to implement its YONDR Cell Phone Policy on cell phones this year. Students will be allowed to have phones on campus, however, they will be secured and will not be available for use **during the school day**. Students will be assigned a YONDR pouch, a storage case with a locking mechanism, to store their phones in for the duration of the school day. Phones should be silenced prior to going into the pouch. Additionally, students may not wear headphones or smart watches during the instructional day. The homeroom teacher will unlock each pouch at the end of the school day. Failure to adhere to this policy will result in the following consequences:

1ST OFFENSE: Parent called for device pick-up or 1 Day OSS

2nd OFFENSE : 3 Day OSS

3rd OFFENSE: 5 Day OSS and Recommendation for Change of Placement to Gordon Odyssey Academy

Visitors

Parents are invited to visit the school at any time. Arrangements may be made for parents to visit classes for observations by telephoning the school office at (803) 635-4270. The Safe Schools Act of 1990 was enacted by the legislature of South Carolina to assure the safety of all school children and those who are involved in teaching them. This act requires all visitors to have permission of the school principal or his/her designee in order to visit or remain on school property. Visitors are issued visitor's badges or passes to be worn while on school grounds. All visitors must report to the office. Students are not allowed to bring or have siblings, children, non-guardian relatives, or friends as visitors. Your child must be present in the class you observe.

Student Dress Code Expectations

Student dress and grooming shall be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school. As long as the clothes do not deviate from the accepted norm and as long as the clothes are not a deterrent to the educational process as judged by the administrative team of the school, the attire will be acceptable. The state Board of Health requires that every student wear shoes to school. The following dress code will be in effect for the school year.

This is designed as a guide and is by no means all inclusive. An item of dress, article of clothing or accessory should not be deemed "approved" simply because it is not listed herein.

In compliance with the above, the following guidelines will be used:

- Shoes must be worn at all times. All student footwear should be attached to the foot at both the toe and the heel.
- "Flip flops," other beach style footwear, "house" and bedroom slippers are not allowed.
- Shoes that have laces must be tied.
- Tennis shoes must be worn in physical education classes.
- All clothing must be worn appropriately (nothing inside-out or backward; no rolled up pant legs; no unfastened bib overalls; belts must be worn at the waistline, etc.).
- Tight clothing, such as knit or spandex, leggings, bicycle/biker pants, aerobic shorts or overly tight pants, is not allowed.
- Shirts, tee shirts, blouses/dresses must not show cleavage, backs or midribs. *Students may not tie shirts in the back to create a "crop top" or shirts that reveal their stomachs or back.*
- Clothing that is see-through is not allowed.
- Undergarments must not be visible.
- Clothing must not be sheer, mesh, shredded or have excessive holes. Holes above the knees are not allowed.
- Tank tops, off the shoulder tops, muscle shirts, halters, sundresses and sleepwear are not allowed.
- Shirts and blouses with spaghetti straps, tube tops, sleeveless and backless shirts and blouses are not allowed.
- Shorts and skirts must be hemmed.
- Shorts, skorts and skirts may be no shorter than fingertip length when standing. ***Administration may require students to wear leggings under clothing that is deemed to be too revealing.***
- Colored hair paint and body paint are not allowed if they are discovered to be disruptive to the learning environment.
- Blankets may not be worn as jackets.
- Earrings are permissible; all other body piercing jewelry or ornaments are prohibited.
- Accessories that may be used as weapons or present a danger to others, such as spiked collars, wrist bands and chains, are not allowed.
- Clothing should not conceal the identity of the wearer.
- Pants, shorts and skirts must be worn at the waist.
- Hats, sweatbands, hoods, bandanas or sunglasses may not be worn inside the school building. This includes head scarves and bonnets.
- Clothing should not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons and/or suggestive slogans or pictures or offensive materials.
- Clothing should not contain messages that are sexual in nature, vulgar, demeaning or offensive to others, or promote violence or antisocial behavior.

Student Conduct

Students have a responsibility to know and respect the policies, rules and regulations of the school and district. School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, and on school grounds. All rules will be publicized, explained, and equitably enforced. School rules are enforceable on the bus as well.

DISCIPLINE NOTICE

Students receiving a discipline notice from a teacher should remain in the classroom until the office is notified. Office staff will give the teacher instructions for the student. The students are given a copy of the referral to give to their parents. A copy of any discipline referral resulting in ISS or OSS will be sent home. Administration may also send copies of referrals via ParentSquare. An administrator will make every attempt to contact the parent or guardian by phone for a student that is suspended in order to notify them of the suspension.

Fairfield Middle School administration will adhere to the School District of Fairfield County Code of Conduct when administering disciplinary consequences.

CONFERENCES

We ask and invite parents/guardians to visit Fairfield Middle School at any time; however, the South Carolina Education Improvement Act of 1984 requires classes not to be interrupted unless an emergency exists. To avoid conflicts in time and to not interrupt instruction, parents are encouraged to call in advance to schedule conferences with their child's teacher(s). Appointments may be made for conferences with teachers, counselors, assistant principals, or the principal by telephoning the school office. The school number is (803) 635-4270. Teacher conferences are not allowed during class instructional time.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

The school office must have a current address and telephone number for each student on file at all times. This is particularly necessary in case of sudden sickness, injury, or school emergencies. Neither doctors nor hospitals can treat sick or injured students unless parental permission is given. The inability of the school to contact a parent in the event of a student's injury or sickness could result in unnecessary suffering and delay of treatment. Please contact the school office immediately if your address, telephone number, or place of employment changes.

BUSES

All rules, regulations, and consequences contained in the publication, the School District of Fairfield County Code of Conduct will be enforced. Please refer to and carefully study this information. School rules will be enforced on the bus as well.

CAFETERIA

Students receive free breakfast and lunch. Students will report to the cafeteria as a class, escorted by their teacher. Students are to have and use their student PIN number in the cafeteria line. Student PIN numbers are not to be shared with

anyone. No food or drink is to be taken from the cafeteria. Any food or drink taken by a teacher/administrator will not be returned. Students are to return to their classes with their teacher from the cafeteria. Students are not allowed to leave the cafeteria during the lunch period without a written pass from his/her teacher. Teachers, administrators, and security will monitor students during lunch. Students are to keep the noise level at a minimum. Students will be warned once and violators will be written up with a discipline referral by any teacher. Failure to adjust noise levels may result in silent lunch, etc. There are to be no more than five (5) students in the cafeteria area so that cashiers may hear students. Students are to dump trays and put them in the proper place after eating. A discipline referral will be written if this is not done correctly. No food is to be brought to students during the day.

Prepared food purchased from outside restaurants cannot be brought into any school's cafeteria during regular meal time.

Middle School – Physical activity will be provided through formal physical education courses, integration into other courses and/or regularly scheduled school-wide activities. These activities will be monitored and recorded by the school's physical education teacher.

Allowed (K-8) – water, 100 percent fruit and vegetable juices (portion size not to exceed 12 ounces) that do not contain additional sugars and sweeteners, unflavored or flavored low-fat or fat-free fluid milk and nutritionally equivalent non-dairy beverages (to be defined by USDA).

Not allowed (K-8) – all carbonated beverages, soft drinks containing caloric sweeteners, sports drinks, iced teas, fruit-based drinks that contain less than 100 percent fruit juice.

BULLYING

Bullying of any student at FMS will not be tolerated. Any type of bullying behavior should be reported to school administrators immediately. This includes, but is not limited to, physical, verbal, emotional, and sexual bullying.

The State Law Classification of 'Harassment, intimidation, or bullying':

Section 59-63-110. This article may be cited as the 'Safe School Climate Act'.

Section 59-63-120. (1) 'Harassment, intimidation, or bullying' means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

(a) Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or

(b) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(2) 'School' means in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child.

BOOK BAGS

Students are permitted to carry school-related items in a book bag to school each day. Rolling book bags cannot fit in the locker. Books and other supplies are to be carried individually to each class. Locker schedules for each grade level are posted to accommodate students in carrying their materials. If you have a concern about lockers, please contact your child's grade level administrator.

Note: Only school administration can authorize a search of any bookbag and/or locker.

ALCOHOL/TOBACCO/DRUG USE

From FCSD Policy JICG/JICH Issued 4/97

Smoking Regulations: Fairfield Middle School and related grounds are smoke free. Possession or use of tobacco products (cigarettes, cigars, chewing tobacco, and other smoking and smokeless tobacco products) on campus is prohibited. Materials will be confiscated and disciplinary action will be taken.

The possession, sale, distribution, or use—in any amount—of tobacco (or utensils used when smoking), alcohol, marijuana, hallucinogenic drugs, or any other controlled substance on the school grounds, in the school buildings, on school buses, or during any other time that the student is under the jurisdiction of school officials is absolutely prohibited. Violations will result in suspension/expulsion from school.

BETA CLUB

What is the BETA CLUB?

The National Junior Beta Club is an honor organization that recognizes outstanding academic achievement, promotes strong moral character and social responsibility, encourages service to others, fosters leadership skills, and provides settings for you to develop strong interpersonal skills.

Who qualifies for membership in the FMS JUNIOR BETA CLUB?

Seventh and eighth-grade students with an A/B in all classes, who also exemplify strong character and excellent behavior throughout the school year will be invited for membership in the Fairfield Middle School Junior Beta Club.

How will I know I have been invited into the Beta Club?

Invitations for qualified students will be distributed by club advisors (Mrs. McElrath, Mrs. Armstrong, Dr. Yarborough, and Dr. Curabo). Signed acceptance of invitations along with the \$30.00 membership fee must be returned on the date stated.

Membership Criteria Checklist:

Cumulative B (no less than an 80) average or better

No major discipline infractions

No attendance issues

Exhibit excellent character traits in school and outside of school

Willing and able to participate in extracurricular activities

Willing to contribute at least five hours of service learning per school

year.

Attend all meetings during school and after-school at the time determined by the club advisors.

Active Participation is required by all students in any or all of the following:

- Beta Club Convention
- Service Projects
- Fundraisers
- Weekly Meetings

Suspension/Probation/Reinstatement

Ways to Lose Membership:

- Major disciplinary infraction (determined on a case by case basis)
- If student grades fall below 80/B average for two consecutive nine weeks.
- Miss more than three Beta Club meetings without a valid excuse

Probation

- If you receive below a B (80) average in any class, you will be placed on academic probation. You will have one quarter probationary period during this school year to increase your grade to the minimum requirement of an 80/B average. If you do not increase your grade average to a B average, you will be dropped from the Beta Club.

Reinstatement

- There is NO reinstatement into the Beta Club at FMS
- Any monies paid are forfeited if your membership is dropped

FIGHTING

Verbal or physical abuse will not be tolerated nor the loss of physical or emotional control excused. Fighting on school grounds that includes bus stops and school buses can result in an immediate call to law enforcement. Parents will be contacted to pick their child up from law enforcement. It is against the law to disrupt school. Fighting can result in suspension for up to ten (10) days from school and/or a recommendation for expulsion from Fairfield Middle School for the remainder of the school year. School counseling, detention, and Response to Intervention strategies (RTI) for conflict resolution instruction will be assigned to students who fight. Additionally, a police report will be made and charges may be filed with the Department of Juvenile Justice (DJJ), family court, and the Department of Social Services (DSS). There are other responsible methods for dealing with conflict and other people. If any student has a problem, they should contact an adult in the building.

GANGS OR SECRET SOCIETIES

From FCSD Policy JICF Issued 4/97

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of individuals or property on school grounds, or gangs which disrupt the school environment, are harmful to the educational process. Therefore, any student wearing, carrying or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or participating in negative activities which affect other

students, will be disciplined. The administration considers any gang activity or evidence of membership in gangs or secret societies as described in Board Policy JICF to be an act detrimental or disruptive to the school environment.

GIFTS

Flowers, balloons, and other such birthday and special event gifts will not be accepted by our school office for delivery to any student. Please arrange to have these gifts sent to the student's home. Balloons will also not be permitted for events in the gymnasium.

GROOMING IN CLASS

Grooming in class will not be allowed. This includes polishing nails, combing or brushing hair, braiding hair, putting on make-up, and etc.

HALL PASSES

Students are expected to remain in class throughout each instructional period, unless an emergency arises. No student is to be in the hall at any time without a hall pass.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by district employees or other students is prohibited. All students and employees must avoid any action or conduct that could be viewed as sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either expressly or implicitly, a condition of a student's education, (2) submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student, or (3) such conduct has the purpose or effect of unreasonably interfering with the student's education or creating an intimidating, hostile, or offensive school environment. Any student who feels that he or she has been subjected to sexual harassment is encouraged to file a complaint in accordance with the administrative regulation that accompanies this policy. All allegations will be investigated promptly and confidentially. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student. All other appropriate steps will be taken to correct or rectify the situation.

ACADEMIC LANGUAGE SCRIPTS

Phrases to Help Us Communicate

EXPRESSING AN OPINION

- I think that...
- I believe that...
- In my opinion, ...
- It seems to me that ...
- Maybe we could...
- What if...?

DISAGREEING

- I don't really agree with you because...
- I see it another way. I think ...
- My idea is slightly different than yours. I think...
- I have a different answer than you...

ASKING FOR CLARIFICATION

- Could you repeat that?
- Could you give me an example?
- Could you explain what ____ means?
- So, do you mean ...?

BUILDING ON WHAT OTHERS SAY

- I agree with what ____ said because...
- You bring up an interesting point, and I also think...
- That's an interesting idea. I wonder.../think.../would add...
- That's an excellent point, and I would add...

CLASSROOM REPORTING

- ____ explained to me that...
- ____ pointed out that...
- ____ mentioned that...
- ____ pointed out something...

PROBING FOR HIGHER THINKING

- What examples do you have?
- Where in the text ...?
- How does this idea connect to ...?
- What would happen if ...?
- What is another way to look at it?
- How do you know ...?
- Can you give evidence for your thinking?
- I understand, but I wonder ...

REQUESTING ASSISTANCE

- Could you please help me?
- Could you show me how to do/write/solve this?
- I'm having trouble with this...

ACADEMIC LANGUAGE SCRIPTS

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Adapted from AVID

Adapted from AVID

Career Clusters Information Sheet

Explore Your Future!

Career Clusters group jobs and industries into categories based on similar skills and interests. Learning about these can help you think about your future career—and the classes or experiences that will help get you there!

Agriculture, Food & Natural Resources

Do you like nature, animals, or the environment?
Jobs: Veterinarian, Farmer, Environmental Scientist

Architecture & Construction

Do you enjoy building things or drawing designs?
Jobs: Architect, Carpenter, Civil Engineer

Arts, A/V Technology & Communications

Are you creative or love working with media or performance?
Jobs: Graphic Designer, Actor, Photographer

Business Management & Administration

Do you like organizing, planning, or leading people?
Jobs: Office Manager, HR Specialist, Entrepreneur

Education & Training

Do you enjoy helping others learn?
Jobs: Teacher, Principal, Coach

Finance

Are you good with numbers or managing money?
Jobs: Banker, Accountant, Financial Advisor

Government & Public Administration

Interested in laws, leadership, or public service?
Jobs: City Planner, Politician, Military Officer

Health Science

Do you want to help people feel better and stay healthy?
Jobs: Doctor, Nurse, Physical Therapist

Hospitality & Tourism

Do you enjoy traveling, cooking, or planning events?
Jobs: Chef, Hotel Manager, Event Planner

Human Services

Are you a good listener and enjoy helping people?

Jobs: Social Worker, Counselor, Cosmetologist

Information Technology

Love computers or solving tech problems?
Jobs: Web Developer, IT Specialist, Game Designer

Law, Public Safety, Corrections & Security

Do you want to protect others or enforce laws?
Jobs: Police Officer, Lawyer, Firefighter

Manufacturing

Do you like working with tools or machines?
Jobs: Welder, Machinist, Production Technician

Marketing

Are you outgoing or interested in promoting ideas or products?
Jobs: Salesperson, Market Researcher, Brand Manager

STEM

Are you curious, logical, or love problem-solving?
Jobs: Engineer, Scientist, Mathematician

Transportation, Distribution & Logistics

Are you fascinated by cars, planes, or how things get delivered?
Jobs: Pilot, Truck Driver, Logistics Manager

Directions: Using the information shared, declare your career cluster for the 2025-2026 school year.

My chosen career cluster for the 2025-2026 school year is _____. In the future I would like to be a _____.



Name: _____

College Talks Word Search

j y t y i u c l a s s k z j v d p i d j u s s t m g x x b k
 f y m u t x o f i h h w p y z a r z f x g i s a a y q n g j
 x t a y i i d a v j k q e u s c h o l a r s h i p a i t r l
 s i x z w t s c r n m i t z w c w i s v q z p u i c p q a y
 n n i y m a i r e t e f a c t e d i e b q v h t s b x l z n
 b r l y g b j o e j s p w e d p n p t t f e k r e v q o d t
 c e z y y w r u n v l q s r t t m u o s e t a v i r p e o s
 x t t a c t i v i t i e s h h a i g p p p o t g m i y e z o
 q a s t m j u s o y v n o u x n r r j z u x e j k u s r r c
 u r w t m e i l a j t x u g n c g r j g s l w m e n l g y s
 d f e a u m q n r t b u l d y e o t z e z z a r x w a e d e
 z o j i e t a m m o o r s w t n d i w l d f j t r n p d v c
 p o e a g o s s u h l m f h i o f g r a d u a t i o n w c a
 r i d y l k y n c d y e d m r o u t e n z k c z i o y x x w
 h c l u b s r y s o q y p m o y h c g p g o a s p u n e c p
 x n t j c u a d m t t a i x r e m c o m l t u t f u r l i u
 y l n s l a r u m b r t n i o h d r i l i d q c k c x k l t
 d n e r r x b t r f o o u k s m i j e o o h u g r j p v b e
 c v w l b w i s r r t u p x r e u g n e x r t v r e n h u u
 u y x y u h l g y h v o o s f g e s x c r y s c x m w j p t

college
 dormitory
 tuition
 population
 roommate
 organizations
 sports
 degree

university
 cafeteria
 cost
 acceptance
 study
 clubs
 sorority
 class

public
 major
 loan
 scholarship
 mascot
 activities
 fraternity

private
 minor
 rate
 graduation
 colors
 intramurals
 library



i-Ready SMART Goal Tracking Chart

Track your i-Ready progress using the charts below.

Reading Diagnostic Score Tracker

Fall Score	Winter Score	Spring Score	End of Year Goal

Math Diagnostic Score Tracker

Fall Score	Winter Score	Spring Score	End of Year Goal

Typical Growth is the amount of progress a student is expected to make in one school year. It's like a target set just for you based on where you started. If you reach your typical growth goal, it means you've made the progress most students at your level are expected to make. It shows that you're on track and learning at a steady pace.

Stretch Growth is a bigger goal. It's the extra progress you aim for beyond your typical growth. Reaching stretch growth means you're catching up faster or pushing yourself to go even further than expected. It takes more effort, but it can help you close learning gaps or get ahead. Think of it like stretching to reach a higher bar—you're challenging yourself to grow even more!

Your teacher will provide you with the scores needed to meet Typical Growth and Stretch Growth.

Typical Growth	Stretch Growth

Strategies to Adjust to Middle School

Starting middle school can be exciting and a little challenging. Here are some helpful strategies to make the transition smoother and set yourself up for success:

1. Get Organized

Use a planner or notebook to keep track of homework, tests, and important dates. Organizing your backpack and materials can help you feel more prepared each day.

2. Learn Your Schedule

Middle school often means switching classes. Take time to learn your class schedule, room numbers, and teacher names. Keep a copy in your locker or backpack.

3. Ask for Help

If you're confused or need support, don't be afraid to ask your teachers, school counselor, or a trusted adult. They're there to help you succeed.

4. Make New Friends

Get involved in clubs, sports, or school activities. This is a great way to meet new people and build friendships.

5. Stay on Top of Homework

Try to complete assignments on time and ask questions if you're unsure about something. Don't wait until the last minute.

6. Use Your Locker Wisely

Practice using your locker combination so you feel confident. Keep it clean and organized so you can find things easily.

7. Be Respectful and Kind

Treat others the way you want to be treated. Being kind and respectful to teachers and classmates helps create a positive school environment.

8. Take Care of Yourself

Make sure to get enough sleep, eat healthy foods, and find ways to relax. Taking care of your body and mind helps you do your best in school.

9. Set Goals

Think about what you want to accomplish each quarter. Set small, achievable goals to stay motivated and focused.

AVID: Mark the Text Strategies

Marking the text is a powerful AVID strategy to help you better understand what you read. By actively interacting with the text, you improve your focus, comprehension, and retention. Use the guide below to help you mark your texts during reading assignments.

1. Number the Paragraphs

Write the paragraph number beside each paragraph. This helps you find information quickly when discussing or answering questions.

2. Circle Key Terms

Circle important words or terms that are repeated, defined, or central to understanding the topic.

3. Underline Important Information

Underline main ideas, supporting details, or anything that helps you understand the text better.

4. Write in the Margins

Summarize, ask questions, or make connections in the margins. This shows you're thinking while you read.

5. Use Symbols

Use symbols like ?, !, *, or 😊 to react to the text. For example:

- ? for confusion or questions
 - ! for surprising or exciting information
 - * for important ideas
 - 😊 for things you connect with
-

6. Highlight with Purpose

If you're allowed to highlight, do it with a plan. Don't highlight everything—just the most important points.

Commonly Used Math Formulas for Middle School

1. Arithmetic Formulas

- **Perimeter of a Rectangle:**

$$P=2 \times (l+w) \quad P = 2 \times (l + w) \quad P=2 \times (l+w)$$

Where l is the length and w is the width.

- **Area of a Rectangle:**

$$A=l \times w \quad A = l \times w \quad A=l \times w$$

Where l is the length and w is the width.

- **Area of a Triangle:**

$$A=\frac{1}{2} \times b \times h \quad A = \frac{1}{2} \times b \times h \quad A=\frac{1}{2} \times b \times h$$

Where b is the base and h is the height.

- **Perimeter of a Triangle:**

$$P=a+b+c \quad P = a + b + c \quad P=a+b+c$$

Where a , b , and c are the lengths of the sides.

- **Area of a Parallelogram:**

$$A=b \times h \quad A = b \times h \quad A=b \times h$$

Where b is the base and h is the height.

2. Geometry Formulas

- **Area of a Circle:**

$$A=\pi \times r^2 \quad A = \pi \times r^2 \quad A=\pi \times r^2$$

Where r is the radius of the circle.

- **Circumference of a Circle:**

$$C=2 \times \pi \times r \quad C = 2 \times \pi \times r \quad C=2 \times \pi \times r$$

Where r is the radius.

- **Volume of a Rectangular Prism:**

$$V=l \times w \times h \quad V = l \times w \times h \quad V=l \times w \times h$$

Where l is the length, w is the width, and h is the height.

- **Volume of a Cylinder:**

$$V = \pi r^2 \times h$$

Where r is the radius and h is the height.

- **Surface Area of a Rectangular Prism:**

$$SA = 2lw + 2lh + 2wh$$

Where l is the length, w is the width, and h is the height.

3. Algebra Formulas

- **Simple Interest:**

$$I = P \times r \times t$$

Where P is the principal amount, r is the rate, and t is the time.

- **Slope of a Line (from two points):**

$$m = \frac{y_2 - y_1}{x_2 - x_1}$$

Where (x_1, y_1) and (x_2, y_2) are two points on the line.

- **Equation of a Line (Slope-Intercept Form):**

$$y = mx + b$$

Where m is the slope and b is the y-intercept.

- **Quadratic Formula:**

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Used for solving quadratic equations in the form $ax^2 + bx + c = 0$.

4. Proportions and Ratios

- **Proportion (Cross Multiply):**

If $\frac{a}{b} = \frac{c}{d}$, then:

$$a \times d = b \times c$$

5. Statistics Formulas

- **Mean (Average):**

$$\text{Mean} = \frac{\sum x}{n}$$

Where $\sum x$ is the sum of all data points and n is the number of data points.

- **Median:**
The middle number in an ordered list of data.
- **Mode:**
The value that appears most frequently in a data set.

6. Pythagorean Theorem

- **For Right Triangles:**

$$a^2 + b^2 = c^2$$

Where a and b are the legs, and c is the hypotenuse.

LANGUAGE ARTS *the writing process*

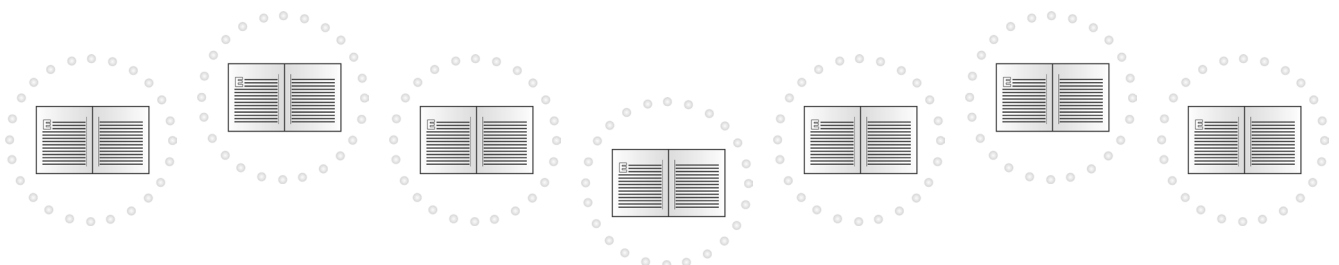
WRITING VARIABLES

BEFORE BEGINNING ANY ASSIGNMENT, IT WILL HELP YOU TO FOCUS AND REMAIN CONSISTENT IN STYLE IF YOU CONSIDER THE FOLLOWING VARIABLES.

- Audience** For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format, and sentence complexity than one written to your senator.
- Topic** About what subject should I write? If possible, choose a subject that interests you. Research your subject well.
- Purpose** Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, instruct, inform, or persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.
- Voice** What point of view or “voice” will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. This can add variety and help you see your subject in a new way. Make sure your “voice” remains consistent.
- Format** What form will my writing take? Different forms of writing such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

PLANNING AND WRITING AN ESSAY OR COMPOSITION

- {1} Select a general subject area that interests you.
- {2} Make a list of your thoughts and ideas about the subject.
- {3} Use your list to help focus on a specific topic within the subject area.
- {4} Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
- {5} Make a list of details to support your statement.
- {6} Arrange the list of details into an outline.
- {7} Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
- {8} Write a first draft.
- {9} Revise your first draft, making sure that:
 - {a} The introduction includes a clear statement of purpose.
 - {b} Each paragraph begins with some link to the preceding paragraph.
 - {c} Every statement is supported or illustrated.
 - {d} The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
 - {e} Words are used and spelled correctly.
 - {f} Punctuation is correct.
- {10} Read your revised paper aloud to check how it sounds.
- {11} Proofread your revised paper two times: once for spelling, punctuation and word usage, and again for meaning and effectiveness.



MATHEMATICS *algebra & multiplication table*

ALGEBRA

Expanding

- {1} $a(b+c) = ab+ac$
- {2} $(a+b)^2 = a^2+2ab+b^2$
- {3} $(a-b)^2 = a^2-2ab+b^2$
- {4} $(a+b)(a+c) = a^2+ac+ab+bc$
- {5} $(a+b)(c+d) = ac+ad+bc+bd$
- {6} $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7} $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8} $a^2-b^2 = (a+b)(a-b)$
- {9} $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10} $a^3b-ab^3 = ab(a+1)(a-1)$
- {11} $a^2-2ab+b^2 = (a-b)^2$
- {12} $a^3-b^3 = (a-b)(a^2+ab+b^2)$

Laws of Exponents

- {1} $a^r a^s = a^{r+s}$
- {2} $a^r / a^s = a^{r-s}$
- {3} $a^r a^s / a^p = a^{r+s-p}$
- {4} $(a^r)^s = a^{rs}$
- {5} $(ab)^r = a^r b^r$
- {6} $(a/b)^r = a^r / b^r$ ($b \neq 0$)
- {7} $a^0 = 1$ ($a \neq 0$)
- {8} $a^{-r} = 1/a^r$ ($a \neq 0$)

if r and s are positive integers

Logarithms

- {1} $\text{Log}(xy) = \text{Log } x + \text{Log } y$
- {2} $\text{Log } x^r = r \text{Log } x$
- {3} $\text{Log } x = n \iff x = 10^n$ (Common log)
- {4} $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
- {5} $\text{Ln } x = n \iff x = e^n$ (Natural log)
- {6} $\text{Log}(x/y) = \text{Log } x - \text{Log } y$

$e = 2.71828183$

Quadratic Formula

When given a formula in the form of a quadratic equation \rightarrow

$$ax^2 + bx + c = 0$$

The solution can be derived using the quadratic formula \rightarrow

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

SCIENCE *Periodic table of the elements*

GROUP	Transition Metals										Other Elements						
1 IA ***	2 IIA	3 IIIB	4 IVB	5 VB	6 VIB	7 VIIB	8 VIII	9 VIII	10 VIII	11 IB	12 IIB	13 IIIA	14 IVA	15 VA	16 VIA	17 VIIA	18 VIIIA
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number	Atomic Number
Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol	Symbol
Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name	Element Name
Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass	Atomic Mass
H hydrogen 1.008	He helium 4.003	Li lithium 6.941(2)	Be beryllium 9.012	B boron 10.81	C carbon 12.01	N nitrogen 14.01	O oxygen 16.00	F fluorine 19.00	Ne neon 20.18	Na sodium 22.99	Mg magnesium 24.31	Al aluminum 26.98	Si silicon [28.08, 28.09]	P phosphorus 30.97	S sulfur 32.07	Cl chlorine 35.45	Ar argon 39.95
K potassium 39.10	Ca calcium 40.08	Sc scandium 44.96	Ti titanium 47.87	V vanadium 50.94	Cr chromium 52.00	Mn manganese 54.94	Fe iron 55.85	Co cobalt 58.93	Ni nickel 58.69	Cu copper 63.55	Zn zinc 65.38(2)	Ga gallium 69.72	Ge germanium 72.63	As arsenic 74.92	Se selenium 78.97	Br bromine 79.90	Kr krypton 83.80
Rb rubidium 85.47	Sr strontium 87.62	Y yttrium 88.91	Zr zirconium 91.22	Nb niobium 92.91	Mo molybdenum 95.95	Tc technetium (97)	Ru ruthenium 101.1	Rh rhodium 102.9	Pd palladium 106.4	Ag silver 107.9	Cd cadmium 112.4	In indium 114.8	Sn tin 118.7	Sb antimony 121.8	Te tellurium 127.6	I iodine 126.9	Xe xenon 131.3
Cs cesium 132.9	Ba barium 137.3	Lanthanoids	Hf hafnium 178.5	Ta tantalum 180.9	W tungsten 183.8	Re rhenium 186.2	Os osmium 190.2	Ir iridium 192.2	Pt platinum 195.1	Au gold 197.0	Hg mercury 200.6	Tl thallium 204.4	Pb lead 207.2	Bi bismuth 209.0	Po polonium (209)	At astatine (210)	Rn radon (222)
Fr francium (223)	Ra radium (226)	Actinoids	Rf rutherfordium (267)	Db dubnium (268)	Sg seaborgium (269)	Bh bohrium (270)	Hs hassium (269)	Mt meitnerium (277)	Ds darmstadtium (281)	Rg roentgenium (282)	Cn copernicium (285)	Nh nihonium (286)	Fl flerovium (290)	Mc moscovium (290)	Lv livermorium (293)	Ts tennessine (294)	Og oganesson (294)
			La lanthanum 138.90547	Ce cerium 140.116	Pr praseodymium 140.907	Nd neodymium 144.242	Pm promethium (145)	Sm samarium 150.36	Eu europium 151.964	Gd gadolinium 157.25	Tb terbium 158.92535	Dy dysprosium 162.500	Ho holmium 164.93033	Er erbium 167.259	Tm thulium 168.93422	Yb ytterbium 173.054	Lu lutetium 174.9668
			Ac actinium (227)	Th thorium 232.0377	Pa protactinium 231.03588	U uranium 238.02891	Np neptunium (237)	Pu plutonium (244)	Am americium (243)	Cm curium (247)	Bk berkelium (247)	Cf californium (251)	Es einsteinium (252)	Fm fermium (257)	Md mendelevium (258)	No nobelium (259)	Lr lawrencium (262)

Group IA (excluding Hydrogen) comprises the alkali metals.
Group IIA comprises the alkaline-earth metals.
Group VIIIA comprises the noble gases.

* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century. () indicates the mass number of the longest-lived isotope.

Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

