

FALMOUTH MIDDLE SCHOOL PLANNER & STUDENT HANDBOOK
2009 - 2010
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MAINE GUIDING PRINCIPLES

Each Maine student must leave school as:

1. *A CLEAR AND EFFECTIVE COMMUNICATOR*

1. uses oral, written, visual, artistic, and technological modes of expression;
2. reads, listens to and interprets messages from multiple sources; and
3. uses English and at least one other language.

2. *A SELF-DIRECTED AND LIFE-LONG LEARNER*

1. creates career and education plans that reflect personal goals, interests and skills, and available resources;
2. demonstrates the capacity to undertake independent study; and
3. finds and uses information from libraries, electronic data bases, and other resources.

3. *A CREATIVE AND PRACTICAL PROBLEM SOLVER*

1. observes situations objectively to clearly and accurately define problems;
2. frames questions and designs data collection and analysis strategies from all disciplines to answer those questions;
3. identifies patterns, trends, and relationships that apply to solutions to problems; and
4. generates a variety of solutions, builds a case for the best response, and critically evaluates its effectiveness of this response.

4. *A RESPONSIBLE AND INVOLVED CITIZEN*

1. recognizes the power of personal participation to affect the community and demonstrates participation skills;
2. understands the importance of accepting responsibility for personal decisions and actions;
3. knows the means of achieving personal and community health and well-being; and
4. recognizes and understands the diverse nature of society.

5. *A COLLABORATIVE AND QUALITY WORKER*

1. knows the structure and functions of the labor market;
2. assesses individual interests, aptitudes, skills, and values in relation to demands of the workplace; and
3. demonstrates reliability, flexibility, and concern for quality.

6. *AN INTEGRATIVE AND INFORMED THINKER*

1. applies knowledge and skills in and across English language arts, visual and performing arts, foreign languages, health and physical education, mathematics, science, social studies, and career preparation; and comprehends relationships among different modes of thought and methods associated with the traditional disciplines.

EQUAL EDUCATIONAL OPPORTUNITIES

The Falmouth School Department is committed to the concept and implementation of equal opportunities as required by federal and state laws for all students, regardless of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. Students or parents/guardians should direct any questions or concerns to the building principal, Mrs. Sue Palfrey.

ARRIVAL AND DISMISSAL

School Bus

Buses pick up and drop off students at the back entrance of the school. **For safety reasons, only buses and staff vehicles are permitted to drive around the back of the building.**

Late Buses

Late buses are available Monday through Thursday starting at approximately at 3:45 p.m. Pick up is at the back entrance of the school.

Student Drop Off and Pick Up

Students, who arrive at school in private vehicles, must do so at the front entrance of the building. Fifth and sixth grade students may be picked up at the side entrance in the parking lot by the gym. During school hours, parents picking up their child for appointments, early dismissal, etc. must sign them in and out in the front office.

Bicycles

Students who ride bicycles to school must secure them to the bicycle rack in front of the building. Students are **required** to wear helmets. The school does not assume any liability for damage or theft of bicycles on school property.

Walkers

Seventh and eighth grade students walking to school or home must enter and exit through the main entrance at the front of the building. Grades 5 & 6 will be dismissed through the side entrance (by the gym doors).

MIDDLE SCHOOL SCHEDULE

School begins promptly at 8:00 a.m.; consequently students should arrive no later than 7:55 and be in their classrooms by 8:00 a.m. **Students should not arrive before 7:35 unless they are participating in a scheduled activity.** The regular school day ends at 2:30 p.m. Students may stay after school until late bus if:

- They have a scheduled appointment or work session with a teacher or administrator.
- They are attending an activity, sports practice or event that is scheduled to begin by 3:00 p.m.

Students may not remain at school after 2:30 p.m. without direct adult supervision.

Daily schedule: Each grade level has a schedule designed to maximize learning opportunities. Students will be given specific grade level schedules the first day of school.

MAKE-UP AND CLASSROOM DETENTIONS (MONDAY THROUGH THURSDAY) will be from 2:35 - 3:35 p.m.

EARLY RELEASE DAYS

Students will be dismissed at 11:05 a.m. on Early Release Days during the school year. Please see the Falmouth School Calendar for scheduled release dates.

ATTENDANCE/ABSENCES

It is very important that each student makes every effort to be in school every day. School attendance laws and policies make it absolutely necessary that we have accurate records for all absences or days tardy. For this reason, attendance is taken during the first class each morning. **Parents/Guardians must notify the school, in the morning, of the day a student is absent.**

The following are reasons an absence is excusable: A) illness, B) appointments with health professionals, C) observance of religious holidays, D) family emergencies, E) school suspensions, F) planned absences for personal reasons approved in advance by the principal. All other absences are considered unexcused and may result in disciplinary consequences.

Special Absences

On many occasions, due to vacation and special family considerations, we receive requests for students to be excused from school for periods ranging from a few days to a few weeks. Naturally, this presents a problem maintaining the continuity of instruction. It is essential that prior to any requests of this sort (except in emergency situations), a parent conference with the teachers be held. Administration should be notified if the planned absence is more than three days. At that time, it should be mutually decided as to how disruptive the student's leave would be to his or her school program and to determine if there are appropriate activities and assignments that the student might complete outside the classroom. **It should be noted that instruction cannot be repeated in many cases and some curriculum will simply be missed.** Please make careful note of vacations listed on the school calendar and plan your travels accordingly.

Early Dismissal

If your child needs to leave school early for a doctor's appointment or other reason, please send a note to school that day notifying us of the time and reason you will be picking up your child early. Students will be expected to have the note signed by the teacher of the class they are leaving before class and leave class on their own at the expected time. Our goal is to minimize the number of times that class instruction is interrupted by the office to dismiss a student.

Tardiness

It is extremely important that all students are in their classes at 8:00 a.m. ready to begin their school day. Arriving late to a class already in progress is a disruption. Any student arriving late to school must have a note from his/her parent explaining the reason for the tardiness. If the student does not have a note, it will be considered unexcused tardiness. **Any more than 3 unexcused morning tardies will result in disciplinary consequences.** The following are reasons tardiness is excusable: A) illness, B) appointments with health professionals, C) observance of religious holidays, D) family emergencies, E) planned tardiness for personal reasons approved in advance by the principal.

Truancy

Maine law defines truancy as the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. The law also provides a procedure that schools must follow when a student is truant. The Falmouth Resource/Truant Officer, Rob Susi, is notified and assists the school with truant students. Any questions about truancy issues should be directed to the principal.

FIELD TRIPS

All field trips have educational objectives and receive prior approval from the school administration. Students must have a signed permission form in order to participate in a school-sponsored field trip. Some opportunities may necessitate a small fee and the school will make every effort to keep costs minimal. Please alert your child's guidance counselor if assistance with any fee would be helpful. In most cases assistance will be based on your child's free and reduced lunch status. Your inquiry will be held in strict confidence.

CHILD FIND POLICY

The Falmouth School Department seeks to ensure that all students within its jurisdiction are identified, located and evaluated who are school age (5 through the school year in which they turn 20) and who are in need of special education and supportive services

Parents, relatives, physicians, and other persons who are aware of a child who may require special education and supportive services are asked to contact the Director of Special Services, Falmouth School Department, 51 Woodville Road, Falmouth, ME, 04105, telephone 781-2079 or your child's school principal for further information. Please refer to Board Policy IHBAC-Child Find for more information.

SERVICES FOR STUDENTS

GUIDANCE SERVICES

The Falmouth Middle School guidance program consists of two school counselors who work collaboratively with school staff, parents, and the community to support the academic, career, and personal/social development of young adolescents. Through classroom, small group, and individual counseling services, the school counseling program provides both a preventive and responsive approach to student issues at developmentally appropriate levels. Consultation and referral services are available in helping students achieve their goals.

School counselors may be reached at 781-9886.

HEALTH SERVICES

There is a full-time registered nurse at Falmouth Middle School. The nurse sees all injured and ill students and makes decisions concerning treatment and parent notification. If a student is too ill to be in class, the nurse will assess the student and provide a quiet place to rest if necessary. If the student needs to leave school, the student and nurse will call the parent or other adult authorized by the parent. The student will be dismissed only after the responsible adult speaks to the nurse and signs the student out. The nurse is available to speak to parents during the school day and encourages them to call with questions and/or concerns.

Medications

With the appropriate parent and medical permission, the nurse may administer medication that is absolutely necessary during the school day. All medications are kept by and dispensed by the school nurse. Students may not carry any medication, prescription or over-the-counter, and teachers do not administer medication. Students may be allowed to carry and self-administer inhalers and epi-pen medications for severe allergies with proper permission from the student's parent(s), physician and the school nurse. Please refer to Board Policy JLCD – Administering Medications to Students for more information.

Health Screening

In accordance with Maine law, grade 6 girls and all students in grade 8 will be screened for possible spinal abnormalities. All students in grades 5 and 7 will be screened for near and distance vision. All grade 5 and 7 students will be screened for hearing. Parents will not be notified unless there is an issue that requires follow-up.

Immunizations

Maine law requires students enrolled in school to provide evidence of immunization against polio, diphtheria, pertussis, tetanus, measles, mumps and rubella. Beginning in the 2007-2008 school year, students in all grades will be required to be immunized against *varicella* (chicken pox). Non-immunized students are not allowed to attend school unless certain conditions are met. If you have questions about this, please contact the school nurse or principal.

Physical Exams

A physical examination is required prior to a student's participation in any of the sports programs. The student may enter these programs in the sixth, seventh or eighth grade. The examination must be current, within the last year, and be performed by a medical doctor, doctor of osteopathy, nurse practitioner, or a physician's assistant. At the start of each sports season, an interim health history will be submitted by the parents for review by the coach and referred to the school nurse if indicated.

FOOD SERVICE PROGRAM

Breakfast

Breakfast is served before school in the cafeteria for a cost of \$1.35. There are three entree choices daily; bagel, muffin or cereal. Milk and juice are also included.

Lunch

Students in all grades may purchase their lunch from the menu for a cost of \$2.50. A choice of a hamburger, cheeseburger, chicken burger, hot dog or uncrustable PB&J is available everyday as a substitute for the entrée of the day. The salad bar and milk are a part of the lunch. The monthly menus are on the school's website.

The cafeteria offers many a la carte (priced individually) items besides the regular meal.

Break

Students in all grades will have a morning break, during which they may purchase milk, juice or other snack items.

If you believe your child may be eligible for free or reduced lunch status, please contact: Debbie Dolley at 781-7429 or ddolley@fps.k12.me.us.

OTHER STUDENT INFORMATION ITEMS

HEALTHY SNACKS

In order to promote student wellness and healthy living, the following foods are not to be brought to or consumed at school by students (including birthdays and field trips):

- Caffeinated drinks such as coffee or energy drinks
- Soda
- Candy
- Gum (except when permission is granted for special circumstances such as IEP accommodations)

For birthday snacks, please check with your child's homeroom teacher. Only snacks on the list of healthy foods below should be brought in for birthdays, if any snacks are brought in at all.

The healthy snacks list may be accessed at:

<http://www.falmouthschools.org/MiddleSchool/documents/healthysnacks.pdf>

LOCKERS

Student use of school lockers and other storage facilities such as desks are a privilege granted by the school. All lockers and other storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or any items placed in them. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and with or without notice or consent. Please refer to Board Policy JIH – Questioning and Searches of Students for more information.

Students are to use only the lockers issued to them by the office or physical education teacher and may not be shared with other students. Students may **not** at any time place personal locks on or “rig” any school locker. Students may not open or enter another student's locker unless the office has given permission. The school is not responsible for loss, theft or damage to personal property stored in lockers. Students should safeguard their possessions and not bring valuable items or large amounts of cash to school.

BOOK BAGS AND BACKPACKS

Due to safety concerns, carrying book bags/backpacks to class is often not allowed without special permission. Teachers will inform students when it is okay to bring a backpack to class.

SCHOOL TELEPHONES

A phone is available in both offices until 4:00 p.m. for students to use for emergencies and if they need to make arrangements to stay after school for make-up work. Students must have a pass to use the phones during regular school hours. There is a pay phone located at the school entrance for students needing to make phone calls after school hours.

STUDENT CELL PHONES

Student cell phone use is not allowed during the school hours from 8:00 a.m. – 2:30 p.m. Cell phone use may be allowed at school-sponsored activities if under the direct supervision of an adult. Unauthorized digital photos from cell phones or other devices are prohibited, and devices must remain in lockers from 8:00 a.m. until they

are packed in bags at the end of the day.

ELECTRONIC DEVICES

The personal use of electronic devices on school grounds, (Mp3 players, iPods, Game Boys, or other hand-held devices), is not allowed during the school hours of 8:00 a.m. – 2:30 p.m. and cannot be used in a way to disrupt the learning environment or process. They will be confiscated and parents will be asked to retrieve the items from an administrator. Falmouth Middle School is not responsible for the loss or theft of personal property if your child chooses to bring them into school.

LOST AND FOUND

Lost clothing items are stored on the stage in the cafeteria. Lost electronics, books, and notebooks are usually kept in the office. **It is strongly recommended that all items be marked with a student's name.** Three times a year, before winter, spring, and summer break, unclaimed lost items are sent to charitable organizations.

STUDENT RESPONSIBILITY FOR SCHOOL ISSUED ITEMS

One of the greatest expenses in running a school is the cost of the books and materials. It is imperative that students cover all their books and treat all school property with care. At the end of the year, each student will be charged for any lost or damaged books, uniforms, calculators, lab equipment, or other school issued materials.

DANCES

Dances are for Falmouth Middle School seventh and eighth grade students and Falmouth student residents attending other schools. Dances are held from 7:00 p.m. to 9:30 p.m. The name of the Falmouth student resident guest must be submitted to the office at least two days prior to the dance. Students who are absent on the day of the dance cannot attend. Students may leave early only if accompanied by their parents or guardian. If a student has left the designated area, he/she will not be readmitted. Inappropriate conduct or attire will result in a phone call home, removal from the dance, and possible disciplinary action. Backpacks are not necessary at dances and must be left at home. Use of cell phones and digital cameras are not allowed on the dance floor.

HOME – SCHOOL COMMUNICATION

PRINCIPAL'S NOTES & DAILY BULLETIN

In an effort to maintain good home/school communication, Principal's Notes are posted weekly on the Falmouth Middle School web site (www.falmouthschools.org). They will appear Friday afternoon on the web site and are electronically sent to email addresses Sunday night. The daily bulletin is updated daily and contains more information on after school events.

PROGRESS AND GRADE REPORTS

Progress Reports and Report Cards will be issued three times a year. There will be two parent conferences (fall and spring) for all grade levels. Information on your child's attendance (for all grades) and progress (for grades 6 – 8) can be accessed at <http://ps.ms.fps.k12.me.us/>. You will be provided with a login and password for your child. Of course, parents are always welcome to make an appointment or contact a teacher to discuss a student's progress at any time during the school year.

GRADING AND REPORTING SYSTEM FOR GRADES 5 and 6

Grade 5 and 6 teachers use standards-based report cards to communicate progress toward specific goals and indicators within content areas. Student performance pertaining to the Maine Guiding Principles (p. 1 of this handbook) is also recorded.

GRADING AND REPORTING SYSTEM FOR GRADES 7 and 8

Guide To Letter Grades in Grade 7

97-100 = A+

93-96 = A

90-91 = A-

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-76 = C

70-72 = C-

67-69 = D+

63-66 = D

60-62 = D-

00-59 = F

Guide To Letter Grades in Grade 8

100	= A+			
99-96	= A	92-90 = B+	84-82 = C+	75-76 = D+
95-93	= A-	89-87 = B	81-79 = C	72-74 = D
86-85	= B-	78-77 = C-	70-71 = D-	00-69 = F

STUDENT RECORDS

The Falmouth School Department complies with all federal and state laws concerning confidentiality of student records. A notice is sent home at the beginning of the school year about parent and student rights concerning student records. Parents wishing to review their child's records may make an appointment by calling the guidance counselor or principal. Please refer to Board Policy IHBAB – Student Educational Records for more information

All permanent student records are maintained at the Falmouth Middle School offices.

STUDENT INFORMATION/EMERGENCY FORMS

Each year we request that parents complete a student information/emergency form. If any of this information changes during the year, please let us know as soon as possible so that we have current contact information.

VISITORS

For the safety of our students and staff, all parents, visitors and volunteers must identify themselves at the main office before entering the classroom wings and portables. Visitors will be issued a badge for the duration of their stay.

Parents who wish to visit classrooms or meet with teachers or other staff members are requested to schedule such visits in advance so as not to disrupt the educational program.

STUDENT ACTIVITIES/CO-CURRICULAR PROGRAMS

Philosophy of Extra-Curricular and Co-Curricular Activities

The Falmouth Middle School believes that extra-curricular and co-curricular activities, both academic and non-academic, are an integral part of a public school education. Participation in activities at all levels can provide the opportunity for students to develop strength of character and distinct qualities that will serve them throughout their lives.

MUSIC PROGRAM

Band

All interested fifth, sixth, seventh and eighth graders may participate in the band. Rehearsals are held within the school day. Several public concerts are scheduled during the year. In addition, some members are chosen to participate in the District II Music Festival.

Chorus

The middle school choruses, made up of fifth & sixth, and seventh & eighth grade boys and girls, meet during the school day. Several concerts are performed during the school year. In addition, members are chosen to participate in District II Music Festival.

THE CO-CURRICULAR PROGRAM

The co-curricular program provides a variety of activities to complement the academic offerings. It also fosters a sense of teamwork, enjoyment, cooperation, and competition. Some activities require substantial commitments of time, energy, and talent.

CIVIL RIGHTS TEAM

Civil Rights Team goal is to improve the climate and culture of the school. The Team is open to students in grades 5-8.

DRAMA CLUB

Each year the Drama Club produces one major play that involves a large number of students. Students may tryout for an acting part or help out with set construction, costume design, publicity, tickets or lighting.

G.U.E.S.S.

GUESS is a group of students chosen by their peers as people whom they trust and are comfortable talking to. The goal is to provide support for the student body in whatever ways needed. That might include: awareness days, sponsoring speakers, and assemblies, help with new student transitions or just being available to talk to individuals who have a concern.

INTRAMURALS

Intramurals are scheduled each trimester and are based upon student and teacher interest. Information about intramurals is available from the Middle School Athletic Director.

MATH TEAM

Grade level math teams are formed each fall and compete against other schools throughout the year. Our teams have consistently performed very well during the highly competitive math meets.

STUDENT COUNCIL

Elections are held each fall to form a 7/8 Grade Student Council, while the 5/6 Grade Student Council has an open enrollment policy. The Councils provide input to teachers and the administration on select student issues/concerns, as well as sponsor a variety of spirit activities, service events, and social get-togethers.

YEARBOOK

Students with the help of staff and volunteers produce a Yearbook. The work of producing the book takes place from October until mid-March. Photography, page layout and design are all part of the process of creation.

OTHER OPTIONS may include the Ping Pong Club, Rock Climbing Club, Science Club, Chess Club, Environmental Club, MathCounts, or Motley. Their availability will be determined by student interest.

FALMOUTH MIDDLE SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM

Season	Sport	Grades
Fall	Cross-Country	6-8
	Field Hockey	7/8
	Football	7/8
	Boys' & Girls' Soccer	7/8
	Tennis	7/8
	6 th Grade Field Hockey Club	
Winter	Boys' & Girls' Basketball	7/8
	Swimming	6-8
	Alpine Skiing	6-8
	Nordic Skiing	6-8
	Indoor Track	6-8
Spring	Baseball	7/8
	Softball	7/8
	Lacrosse	7/8
	Outdoor Track	6-8

Extra-Curricular and Co-Curricular Activities Code of Conduct

The Board has adopted an Extra-Curricular and Co-Curricular Activities Code of Conduct that includes additional conduct expectations and disciplinary consequences for students involved in these activities. Parents and students receive a copy of this policy and are required to sign the code of conduct contract prior to participating in these activities at the Falmouth Middle School.

FALMOUTH MIDDLE SCHOOL **BEHAVIOR EXPECTATIONS AND DISCIPLINARY PROCEDURES**

The Falmouth School Board has adopted a number of policies addressing student conduct expectations and discipline and we have included several of these important Board policies in this handbook (see following section). In addition to the Board policies, the Falmouth Middle School has developed the following building-level rules concerning student behavior. Students are expected to know and follow these Board policies and school rules at all times.

It is essential for schools to maintain a safe and orderly environment, which supports student learning and achievement. Acceptable student behavior allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, or general welfare of the school. Physical force and corporal punishment **shall not** be used as disciplinary methods.

Classroom Behavior Consequences: For *minor* problems, a teacher may assign an after school detention or other consequence. That teacher will personally supervise this consequence. A copy of the Disciplinary Form will be taken home by the student for his/her parents to sign and returned to school the following day. These teacher-assigned detentions may be scheduled for non-completion of assignments, classroom disruption, persistent tardiness to class, or other classroom related problems.

Administrative Actions: Administration responds to repeated violations, patterns of poor behavior, defiance, or higher-level behavior offenses. With the goal of positive student behavior, students, administration, teachers, and parents will work together to provide learning opportunities as well as appropriate consequences for poor behavior. Examples of learning opportunities include reflections, community service, genuine apologies, mediated discussions with peers; and support from guidance, social worker, behavior specialist, and school psychologists.

Suspension: Students may be suspended for serious violations of school rules and/or Board policies.

Expulsion: The most serious or repeated violations of school rules and/or Board policies may result in a student being expelled from school.

Administrators have the authority to impose discipline consequences based upon the seriousness of the violation and the student's prior disciplinary record.

I. Personal Behavior

All students have the right to a safe, orderly and positive learning environment at Falmouth Middle School. Therefore, all students have the responsibility while participating in or attending school activities to demonstrate good behavior.

II. Classroom Behavior Expected of Students

All students have the right to learn in an atmosphere of mutual respect and understanding. There is a responsibility to help oneself by being on time, ready to learn, and respectful at all times. Teachers will review specific classroom rules at the beginning of the school year.

III. Personal Appearance

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. Inappropriate clothing is a distraction to learning. School administration has the authority to determine when clothing is a distraction to learning. The Middle School has established the following specific restrictions and requirements for student dress.

Headwear - Caps, hats, hoods, bandanas and sports or winter headbands are not to be worn inside school buildings.

Coats and Jackets - Coats and jackets intended for outdoor wear cannot be brought to class except by permission of the teacher.

Pants, Shorts, Skirts, Dresses - Clothing shall be neat and clean, and appropriate for an educational setting. Revealing apparel (including but not limited to basketball jerseys, low-cut tops, halter tops, tube tops, tops with spaghetti straps, gym shorts, and very short skirts and shorts) are not allowed. Underwear should not be visible or worn as outer clothing. Baggy clothing that could present a safety risk to the student or could be used to conceal weapons or other contraband is not allowed.

Clothing with Logos, Pictures or Messages - No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment.

Gang-Related Clothing and Insignia - Gang-related clothing and insignia (including but not limited to the wearing or display of "colors", flags, bandanas, symbols, signs, emblems, or any article of clothing, jewelry, footwear, or other item that is evidence of membership or affiliation in a gang) are not allowed in school.

Jewelry and Accessories - No jewelry or accessories that could be used as a weapon, mar or destroy school property, or pose a safety risk to the student or others will be allowed.

Footwear - Footwear must be worn at all times in school and should be appropriate for an educational setting. Athletic shoes with cleats or spikes are not allowed in school buildings outside of locker rooms.

Particular clothing may be required for health and safety reasons for students participating in physical education, certain extracurricular activities, work around machines or other activities. However, no particular brand may be required.

Students who come to school dressed inappropriately will receive a warning, and depending upon the infraction, may be sent home to change. Any school time missed must be made up after school. Administrators have the authority to discipline students, up to and including suspension, for severe and/or repeated infractions of the dress code. Infractions that directly interfere with the operations, discipline or general welfare of the school may be disciplined in accordance with other applicable Board policies.

IV. Bus Behavior

When students ride the bus, they are expected to follow these rules and courtesies:

- The driver is in full charge. Obey the driver promptly and cheerfully.
- Students will treat others with respect. No teasing or harassment is allowed.
- No eating or drinking on bus without permission.
- Seats must be shared when buses are full.
- Be on time: the bus cannot wait for those who are tardy.
- Conversing with the bus driver while the vehicle is in motion is absolutely forbidden.
- Classroom-like conduct will be observed at all times.
- Students will use proper language at all times.

- Assist in keeping the bus clean.
- Arms, hands, and heads are to be kept inside windows.
- Remain seated while the bus is in motion.
- Get on the bus only after it has come to a full stop.
- All Board policies and school rules are in effect on school buses.

Students who violate the rules will receive a disciplinary form from the bus driver and the building administrator will be notified. Appropriate disciplinary action will be taken by the administration that may include detentions, assigned seating, parent conference and/or removal from the bus for a period of time.

V. Use of Technology

STUDENT COMPUTER AND INTERNET USE AND RULES

Students are expected to read and follow the Board's policy and rules regarding Student Computer and Internet Use (Policy IJNDB). Please refer to the policy in the handbook section following "Behavior Related Offenses" starting on page 14. Violations of the policy and rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

LAPTOP COMPUTERS

All students in 7th and 8th grade receive a laptop to use while they are in the Middle School. There will be an informational meeting for parents at the beginning of the school year covering expectations in and out of the classroom, insurance, and general questions and answers. Homeroom teachers will be covering school laptop use, rules, and expectations with the students in more detail. Students are issued a license by their teachers, which functions on a point system similar to Maine Driver's Licenses. Students who amass a given number of points will lose privileges pertaining to laptop use.

DISCIPLINE PLAN GUIDELINES

Students who violate the rules will receive a disciplinary form from the bus driver and the building administrator will be notified. Appropriate disciplinary action will be taken by the administration that may include detentions or other disciplinary action, assigned seat, parent conference and/or removal from the bus for a period of time.

BEHAVIOR RELATED OFFENSES GLOSSARY		
OFFENSE	DEFINITION	LEVEL
Absence-Unexcused	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused absence.	2
Arson/Fire	Attempting to, aiding in, or setting a fire in a building or to other school property.	3
Assault	Severe aggressive physical contact with another person.	3
Bomb Threat/False Alarms	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	3
Bus Misbehavior	Any violation of school system policy or bus driver rules or occurring on a school bus. All school rules apply while on any transportation provided by the school.	1-3
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	1-3
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, including accessing inappropriate websites, misuse of a website, internet/intranet account or resource, or vandalism	1-3
Cutting class	Unexcused absence from a class or school activity.	2
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the group.	2-3
Destruction of Property/ Vandalism	Damage, destruction, or defacement of property.	1-3

BEHAVIOR RELATED OFFENSES GLOSSARY		
OFFENSE	DEFINITION	LEVEL
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	2-3
Disrespect Toward Adults	Inappropriate comment, communication or physical gestures to staff members or other adults in the school community.	1-3
Disruption, classroom	Behavior that interferes with the learning of others and/or the teaching process.	1-3
Disruption, school	Behavior that interferes with the safe and orderly environment of the school or school activity	1-3
Dress Code Violation	Wearing clothing or a mode of dress that attracts undue attention, creating a disruptive influence on the school or affects the health or safety of others.	1-3
Drug Violation/inc. Alcohol	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, alcohol, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes and substances represented as controlled dangerous substances or drug paraphernalia.	3
Electronic Devices	Use of an electronic device that disrupts the learning environment or process, inc. CD players, cell phones, radios, games, pagers, etc.	1-2
Extortion	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat.	2-3
Failure to Serve Assigned Consequences	Failure to serve detention, suspension, or other assigned consequences or disciplinary action.	2-3
Fighting	A confrontation with physical contact involving two or more students. Includes wrestling, horseplay or roughhousing.	1-3
Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.	3
Forgery	To use, make or reproduce another's signature for deceptive purposes.	2-3
Gambling	Wagering money or property.	2-3
Harassment	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be (or which a reasonable person would perceive as) ridiculing or demeaning. Behavior can range from teasing, putdowns to repeated intimidation.	1-3
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.	3
Indecent Exposure	Intentional exposure to sight of the private parts of the body in a lewd or indecent manner.	2-3
Intimidation	Engaging in actions or statements that put an individual in fear.	3
Leaving School Grounds Without Permission	Leaving school grounds or being in an unauthorized area during regular school hours without notifying the front office and without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	2-3
Non-compliant Behavior Toward	Refusing to follow reasonable directions of teachers, staff, administration or other district personnel, including failure to identify self.	1-3

BEHAVIOR RELATED OFFENSES GLOSSARY		
OFFENSE	DEFINITION	LEVEL
Adults		
Physical Attack on Students or Others	Aggressive action, with physical contact, directed at an adult, student, or non-student on school grounds or at a school-sponsored event.	1-3
Profanity	Using vulgar or abusive verbal or non-verbal communication, inc. swearing, cursing.	1-3
Sexual Activity	Behavior of a sexual nature including consensual sexual activity and/or possession of pornographic materials.	1-3
Sexual Harassment	An unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.	3
Tardiness	Lateness to school or class or other assigned activity.	1-2
DISCIPLINARY LEVELS		
LEVEL 1	Disciplinary Action ranges from a warning to detention and may include loss of privileges.	
LEVEL 2	Disciplinary Action ranges from detention to suspension and may include parental conference, loss of privileges, and/or community service.	
LEVEL 3	Disciplinary Action ranges from suspension to expulsion and may include a Risk Assessment by a qualified professional. A parental conference is required at this level.	
Note:	The Falmouth Police Department will be notified when appropriate, in accordance with established procedures. (File: KLGA)	
IN ADDITION:	Each building will establish age-appropriate administrative procedures that align with Falmouth Public Schools Code of Conduct. For any serious behavior infraction i.e. issues related to safety and the health and welfare of students and staff, disciplinary action is at the discretion of the administration and can include suspension and loss of extra curricular privileges.	
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	2-3
Threat to Staff Members, Physical	Aggressive action with physical contact directed at a staff member while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	3
Threat to Staff, Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	3
Tobacco Use/Possession	Possession or use of any tobacco or tobacco products, associated paraphernalia, including possession with the intent to sell, give, deliver, or distribute.	3
Trespassing	Unauthorized presence on school property including while on suspension, expulsion or other restricted access directive.	3
Truancy	Unauthorized absences for an extended period of time.	1-3
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, bullets, knives, and any implement visible or concealed, possessed under a circumstance, which would reasonably lead a person to believe, it was a weapon.	3

STUDENT COMPUTER AND INTERNET USE AND RULES

These rules implement Board policy IJNDB – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. **Computer Use is a Privilege, Not a Right**

Student use of the school's computers, networks and Internet services is a privilege, not a right.

Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. **Acceptable Use**

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals, and code of conduct.

- The same rules and expectations govern student use of computers as apply to other student conduct and communications.
- Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

C. **Prohibited Use**

The user is responsible for his/her actions and activities involving school computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing and/or Authoring Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Illegal Activities** – Using the school's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
6. **Non-School-Related Uses** – Using the school's computers, networks and Internet services for non-school-related purposes *such as* private financial gain, game playing, personal communication, or any other personal use;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. **No Expectation of Privacy**

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

E. **Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred by the school unit for violations of Board policies and school rules while the student is using school unit computers, including the cost of investigating such violations.

F. **School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. **Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet without prior permission from a teacher. Students may never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. **System Security**

The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have is/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. **Parental Permission Required**

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form (IJNDB-E) before being allowed to use school computers.

Cross Reference: IJNDB – Student Computer and Internet Use.

STUDENT AWARDS

Grade 8

LAURI SBRILLI AWARD

This award is presented annually to an eighth grade boy and girl at Falmouth Middle School in loving memory of Laurie Sbrilli. It is given to two students who most encourage school spirit and sportsmanship among their classmates. The Sbrilli Memorial Award recipients are leaders who will step forward and come to the aid of classmates or support students in need.

PRINCIPAL'S AWARD

This award is presented to an eighth grade student who has demonstrated outstanding school citizenship and academic progress during their years at Falmouth Middle School.

LOIS MURPHY KINDNESS AWARD

The eighth grade team of teachers, administration, and guidance present this award to two 8th grade students who have exhibited the qualities of caring, kindness, and helping others that were so exemplified by Falmouth Middle School guidance counselor, Lois Murphy, who died of cancer in 2008.

WARREN WILSON SPORTSMANSHIP AWARD

This award is given to an eighth grade boy or girl who best demonstrated outstanding sportsmanship during their years at the Falmouth Middle School.

DAN CARDILLO AWARD

Dan Cardillo was a Falmouth eighth grader during the 1998-1999 school year. In a training run during a Junior Elite Alpine Ski competition in Vermont, Dan met an untimely death. In his honor, an annual award is given to express appreciation to an eighth grade individual who best embodies the personal qualities that Dan possessed.

SECRETARY OF STATE CITIZENSHIP AWARD

This award recognizes one 8th grade student from each Maine school who demonstrates the qualities of active participation in civic or community activities, good scholarship and school involvement. The selected student will be presented with a framed certificate recognizing his or her achievement.

VERN SAUNDERS STUDENT COUNCIL GOOD AMERICAN AWARD

This award is given to an eighth student council member who best exemplifies outstanding citizenship within the school and community.

Grade 7

CITIZENSHIP AWARDS

The seventh grade team of teachers presents four awards, one to a seventh grade girl and boy from each crew who exemplifies outstanding student behavior throughout their seventh grade year.

Grade 6

ALISON C. BULLOCK ARTS SCHOLARSHIP

Each year a sixth grade student who has displayed outstanding talent and commitment to the arts will be awarded a full scholarship to the Waynflete Summertime Arts Program. This scholarship is donated in memory of Alison C. Bullock.

JOHN CROKER SCIENCE AWARD

This award is given in memory of John Croker, a former sixth grade science teacher, to a sixth grade female student who has exhibited extraordinary interest and curiosity in the sciences.

SIXTH GRADE CITIZENSHIP AWARD

The sixth grade team of teachers presents two awards from each pod, to a sixth grade girl and boy who have demonstrated outstanding citizenship during their sixth grade year.

Grade 5

JOHN WILSON PYLES MEMORIAL AWARD

This award is given annually to the fifth grade student who demonstrates the most academic progress during the school year.

For an updated Middle School Events calendar, please see the Middle School Web Site.

Middle School Calendar

http://www.falmouthschools.org/middleschool/fmsweb/index.cfm?page=index_content.cfm&id=216

District Monthly Calendar

http://www.falmouthschools.org/File/Supt/Calendar/9-10_School_Calendar_8-18.pdf

District 2009-2010 Calendar

http://www.falmouthschools.org/File/Calendar/Calendar_E.pdf