

FOSSIL HILL MIDDLE SCHOOL

ANNOUNCEMENTS

Announcements made by the principal are an important part of the students' day at the middle school. These announcements are informative and may include dates of important school activities. Students are asked to listen carefully to these announcements

ATTENDANCE

When a student will be absent from school for any reason, please inform the school office at 817-744-3050. State law mandates that students attend school 90% of the school year. A note explaining the absence is required upon re-entry to the school. Parent notes are accepted as excused absences five times per semester. Any absence accompanied by a doctor note will be excused. Unexcused absences in excess of nine per semester may cause retention or loss of course credit. Parents may petition the Campus Attendance Committee to review any absences beyond the nine days per semester. The Committee may require alternate assignments to make up days.

Students who arrive to school late or leave school early due to a doctor appointment will have the absence deleted if a note from the doctor is submitted to the office.

Attendance absence calls are placed each afternoon by computer if the student missed one or more periods of the day. Attendance letters will be mailed to the parents periodically to inform them of the number of absences that their student has accrued.

School begins each day at 7:45 a.m. If the student does not arrive before **9:20 a.m.** they will be counted absent for the day unless accompanied by an appropriate note.

BREAKFAST

There will be a breakfast program each day. Prices will be determined at the beginning of each year in accordance with food prices. Charges will not be allowed for breakfast.

CONDUCT GRADES FOR THE ACADEMIC CLASSROOM

Conduct grades shall be given by each teacher. These grades shall reflect the student's behavior while under that teacher's supervision. The conduct grades will be "E", "S", "N", or "U". These grades shall be interpreted as follows:

- "E" grade - Excellent
- "S" grade - Satisfactory
- "N" grade - Needs improvement
- "U" grade - Unsatisfactory

CONDUCT MARKS

Students may receive conduct marks at the teacher's discretion. Some of the behaviors that result in conduct marks are listed below:

1. Not following classroom rules pertaining to behavior
2. Talking without permission or passing notes
3. Not following instructions
4. Disrupting class
5. Eating, drinking or chewing gum

A student will be referred directly to the office for serious misbehavior such as fighting, disrespect or the use of profanity. When a student receives three conduct marks during a nine-week period, the teacher will contact the parent. If a student receives five conduct marks during a nine-week reporting period, he/she will be given a disciplinary form by the teacher. This form will be signed by the parent/guardian and brought back to the teacher the next day. If the student receives a sixth conduct mark during that same reporting period, he/she will receive a discipline referral and serve one day in I.S.S. Any additional conduct marks may result in ISS, suspension, or CPC. Severe or chronic classroom disruptions may result in serious disciplinary consequences such as ISS, suspension, CPC, and/or citation for classroom disruption TEC 37:124 by Fort Worth Police Department.

DAMAGE TO SCHOOL PROPERTY

Students and their parents are financially responsible for loss, damage or destruction of school or personal property, including textbooks and media center materials. If the damage is of malicious nature, other disciplinary action may be in order.

DRESS GUIDELINES

Be neatly and cleanly groomed at all times.

Students are not to wear “tee” shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or disruptive in the judgment of the school administration. This shall include, but shall not be limited to:

- clothing considered to represent illegal gang paraphernalia, including bandanas, “colors”, oversized saggy pants (all pants must be worn at the waist)
- no nude/semi-nude figures
- clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images
- pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances

Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. “Hats” should be interpreted broadly as including caps, visors, bandanas, scarves, or kerchiefs and similar hat-like apparel.

Hair should be of natural color.

Be dressed in a manner that does not distract others from learning.

- No half-length or midriff tops, tank tops, body suits, or see-through garments.
- No spikes, chains (wallet or leash type)
- No visible ink, graffiti or tattoos are allowed on student’s skin.
- Earrings may be worn **in the ears only**. Body piercing on other body areas is not permitted.
- The **minimum length** of any garment with legs in it, regardless of what it is called, must fall within the range of the tips of the fingers to the base of the fingers (knuckles). This includes, but is not limited to, jeans, slacks, pants, sweat pants, culottes, walking shorts, “jams”, “clam diggers”, jump suits, etc.
- Skirts must be at least fingertip length.
- Shorts or skirts must allow students to be able to stand, sit, and/or bend with modesty.
- Any garment that reveals the back is not acceptable.
- Cutouts or holes in any garment will not be permitted.
- Cut-off shorts or cut-off shirts shall not be worn.
- Biking shorts or tights are not to be worn except during athletic periods or activities as approved by coaches.
- Slits in skirts should be no higher than fingertip length.
- Students shall wear shoes.
- No “wild-eye” or other similar contact lenses may be worn.
- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team shall be governed by the immediate person in charge of these activities, under the direction of the principal.
- Mums or corsages shall be permitted in high schools only
- “Banquet attire” at the middle schools (grades 7 & 8) shall be limited to “Sunday attire”. No formals, tuxedos, or other such formal attire shall be worn. Appropriateness and moderation in all things, concern for health and safety of students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress is highly controversial; opinion among people varies. The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.

These guidelines are in compliance with the KISD Student Code of Conduct

The Board authorizes school administrators to make appropriate adjustments in the dress code to fit the unique needs of a particular campus and to employ appropriate disciplinary procedures to carry out and enforce this policy.

DRESS FOR P.E.

Students may not wear the clothes that they wear to school for physical education class. **Please have names on all items. Students are asked to use a lock on their P.E. locker and store P.E. clothes in the locker room**

EXTRACURRICULAR ACTIVITIES

Any student who is in any alternative setting due to disciplinary action will not be allowed to attend or participate in extra-curricular activities during his/her assignment. The consequences for this assignment extend until the beginning of the next school day.

FIRE DRILL REGULATIONS

The State of Texas has adopted the following fire drill signals, which are standard in most of North America. Students should march out of the building in a quiet orderly manner; quickly, but not running.

Fire Drill:	Fire alarm will sound
Return:	2 long bells, return to your room
Halt:	1 long bell, stop and wait for instructions

Students setting off false alarms will be penalized according to the state penal code and may be ticketed, fined and/or suspended. Maximum penalty may include felony charges brought against the student or students who deliberately cause a false fire alarm.

FIREWORKS/STINK BOMBS

Possessing and/or shooting fireworks or stink bombs of any kind in the building are illegal. Students are subject to disciplinary and police action.

FLOWERS, BALLOONS, BIRTHDAYS, ETC.

No flowers, balloons, or gifts for special occasions will be accepted for delivery to students. Only items necessary for educational purposes will be delivered to students.

HALL REGULATIONS

When classes are in session, all students who are in the hall must have a hall pass. These passes are given by teachers as they deem it necessary for their students to be in the hall during class

HONOR ROLL

Honor rolls are published at the end of each nine-week grading period. Students who receive a B average or better will receive recognition. Special recognition will be given to students who achieve this honor, both at semester and year-end.

IMPROPER EQUIPMENT

Any object not necessary to the instructional program will be left at home. Items such as skateboards, roller blades, roller shoes and scooters are not allowed on school grounds. Cell Phones, Pagers, Radios, walkmans, CD players, tape recorders, laser pointers, yo-yos, toys, cameras, electronic games, rubber bands, etc. also fall into this category. Students may possess cell phones at after-school activities. They are not permitted during the school day.

IN-SCHOOL SUSPENSION (I.S.S.)

Students may be assigned to our In-School Suspension for serious or persistent misbehavior. The duration of the assignment will be determined by the offense. While in I.S.S., students will be assigned work, which will be graded by their teachers. Assigned work is to be completed before an exit pass will be given to return to regular classes. Students are responsible for class work they may have missed while in I.S.S. and are required to check with their teachers to see that they stay abreast of classroom assignments.

Students who refuse to do their work or cause serious or persistent disruptions while in I.S.S. will be suspended from school from one to three days. Repeated behavior problems may result in placement in the KISD Challenge Placement Center (CPC).

LATE ASSIGNMENT POLICY

7th Grade – For each day that a student’s work is late a maximum of 10 points per day late may be taken from the grade.

8th Grade - – For each day that a student’s work is late a maximum of 15 points per day late may be taken from the grade.

LEAVING CAMPUS EARLY

A note from parents must be turned into the office before first period on the morning the student wishes to leave early. A phone number must be included for verification. At dismissal, a parent or guardian must sign the student out of the office. No one will be allowed to check a student off campus without his or her name being put on the student emergency card prior to check out.

LOCKERS

Students have lockers assigned to them, and it is their responsibility to keep these clean and have their books and materials arranged in an orderly fashion at all times. No students are permitted to put their books in a locker that has not been assigned to them. All book bags and backpacks will be left in the students’ lockers. No student should permit another student to share his/her locker at anytime. If students have problems with their lockers, they should see their homeroom teacher. Lockers remain the property of the school. As such, students should not expect them to be private; they are subject to search at any time reasonable cause exists to believe they contain any prohibited substance or property belonging to another. Students will not be permitted to use their personal locks because lockers have built-in locks. The school district is not responsible for items kept in lockers

LOST AND FOUND

It is the student’s responsibility to see that all of his/her personal property bears proper identification. All items should be marked with a laundry pencil or other form of permanent marker and stored in the student’s locker. Found items are to be brought to the office.

LUNCH ROOM

Students are not permitted to leave campus for lunch. Lunches may be purchased from the cafeteria or students may bring a sack lunch.

Lunch prices will be determined at the beginning of each school year in accordance with food prices. Students will be assigned tables according to their designated lunch area.

MAKEUP WORK POLICY

Makeup Policy: Students will have 2 days for every day of absence to complete missed work.

Ex. 1: Student A misses school on Tuesday and returns on Wednesday...Makeup work is due on Friday.

Ex. 2: Student B misses 4 days of school. She has 8 days to turn in all makeup work.

*Make-up work will be available in the front office at the end of the 2nd consecutive day missed upon the request of the parent or guardian.

Re-Take Policy: A student who scores below a 70 on a test may retake for no more than a 70.

Ex. 1: Student B makes a 54 on a test. He retakes and makes a 67. His grade on the test is a 67.

Ex. 2: Student C makes a 54 on a test. He retakes and makes a 75. His grade is a 70.

MEDICATION

All students who require medication of any kind at school must complete a Health Services Form, which is available in the nurse’s office. Any medication will be kept and dispensed by the nurse.

MIDDLE SCHOOL/FWPD LIAISON OFFICER

A FWPD Officer has been employed by KISD to serve as a school liaison officer. This officer can and will be brought into matters regarding violations of both the Education Code and the Penal Code, that occur at school. The involvement of this officer does not always mean police action will be taken, but that the offense is serious enough to warrant police involvement in some way.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society is a privilege afforded to those students who meet the academic requirements and display the following characteristics: scholarship potential, dependability, responsibility, leadership potential, courtesy, maturity, outgoing nature, personality and character, positive attitude towards school and course work, temperament, and ability to get along with others.

Students who meet the academic requirements will receive a letter (usually in February), declaring their eligibility for consideration. It is very important that all materials and forms are returned on time or the student will be dropped from consideration. This is one of the highest honors a MIDDLE SCHOOL student may receive and we hold these students to a high standard of excellence in all they do. They, too, have a constitution, which governs their activities. This should be read carefully by any candidate for NJHS.

SATURDAY SCHOOL

A student may be assigned to Saturday school for continued tardiness to class or misbehavior. Students must bring all materials with them necessary to work.

SCHOOL FUNCTIONS

Students are held responsible for their conduct while in attendance at any school function, be it athletic, literary or social. A student who is on the school grounds or in attendance at any school function at any place, day or night, is subject to all regulations of the school and will be governed accordingly. Proper respect for all school personnel will be required of students at all school functions.

STUDENTS LEAVING CAMPUS

Once a student arrives on campus, he/she is not allowed to leave campus without permission from the office. Once a student boards school transportation, they are under school jurisdiction.

TARDIES

A student is tardy when he/she has not entered the doorway of the assigned class by the time the tardy bell rings. When a student misses class, even a portion of it, they miss lectures, notes, class discussions, homework explanations, assignments, quizzes, and tests. Tardiness, like absence, cuts down on the school's efficiency as time is lost and classes are disrupted.

The tardy policy is as follows:

- 1st tardy – warning – conference with student
- 2nd tardy – call parent
- 3rd tardy – discipline referral resulting in after-school detention (2:45-3:45 Monday through Thursday).
- 4th tardy – discipline referral – In School Suspension – parent called.
- Subsequent tardies – consequence is at the discretion of an administrator.

TELEPHONE

Students will not use the office telephone except in cases of extreme emergency. Permission to use the office telephone must be obtained from the Principal's Office. Parents may call students to the phone only in an emergency. In other cases, an office aide will deliver messages to students between classes. A pay telephone is available for student use before and after school.

TEXTBOOKS AND MATERIALS

Textbooks and some other materials used in the courses offered at Fossil Hill Middle School are furnished to students at no charge. Students will have to pay for any damaged or lost books. State law requires textbooks be kept clean and covered. Please be sure the student's name, as well as the teacher's name is written in every book in ink in case they are misplaced. Students will not be issued additional textbooks until all lost books and fines are cleared.

TORNADO DRILL

A rapid series of bells will be the alert for violent weather. Students quietly, but quickly, move to a designated area and assume the duck-and-cover position

TRUANCY

Truancy is a violation of the school code and state law. Truancy, as defined here, is the illegal absence from one or more classes in the school day. If a student is truant, the parent and police will be notified. Truancy will lead to disciplinary action and the loss of grades.

UIL ELIGIBILITY REQUIREMENTS

Students participating in Interscholastic League athletics, fine arts, all cheerleaders and pep squad members must meet eligibility requirements set by the Texas Education Agency

VISITORS

Parents and visitors are welcome at the middle school at any time, and the school staff is anxious to cooperate with them. However, parents wishing to discuss problems with teachers should make an appointment with the teacher through the office for a conference during the teacher's conference period. In order to avoid unnecessary classroom interruptions, all visitors must check by the office to receive a Visitor's Pass before visiting with teachers or students. **Student visitors are not permitted on campus during school hours.**