

Fred Fifer III Middle School

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Mrs. Kelly Parker, Guidance Counselor
Mr. Scott Sealund, Constable
Mrs. Karyn Stant, Secretary
Mrs. Jamie Thompson, SPED Case Manager



Student/Parent Handbook 2021-2022

This Handbook Belongs To: _____

Grade: _____

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MEDIA PERMISSION FORM 16

The Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, gender, age, veteran or marital status, disability, sexual orientation, gender identification or genetic information in accordance with State and Federal laws. Inquiries about compliance should be made to the Title IX, District 504 and ADA Compliance Officers: Paul L. Dunbar Administrative Building, 7 Front Street, Wyoming DE, 19934. Phone (302)698-4800

GENERAL INFORMATION

Policy changes or additions to this handbook may be made as circumstances demand. New procedures may be developed or existing rules changed based upon a need as identified by teachers, administrators, the Superintendent and/or the Board of Education.

PROGRAMS OF STUDY

A. Basic Academic Instruction

English Social Studies Mathematics Science Content II/RtI

B. Related Arts Programs

- ✓ All 6th and 7th grade students will take a full year of Physical Education/Health
- ✓ All 8th grade students will take Physical Education/Health (1 semester) and Business Education (1 semester).
- ✓ 6th grade students who sign up for Band will participate in a pullout program and it does not affect sign up for Chorus. 6th grade band students will rehearse once a week on average. Once in 7th and 8th grade, 6th grade band students will have to decide to either take Band or Chorus.
- ✓ 6th graders participating in Band will be scheduled for Essential Arts classes (Visual Arts, Performing Arts, Technology Education, and Family Living and Consumer Science).
- ✓ 6th grade students who sign up for Chorus will not be schedule for the Essential Arts Classes.
- ✓ 7th and 8th grade students who sign up for Band or Chorus will not be scheduled for the Essential Arts Classes.
- ✓ All 7th or 8th graders who do not participate in Band or Chorus will be scheduled to take one marking period of each Essential Arts class.

C. Language Immersion

Students who are enrolled in Language Immersion will take a literacy and a content course in their Language of study.

D. Distant Learning Courses at Caesar Rodney High School

Before entering 8th grade, families who are interested in having their student(s) participate in the Animal Science course offered at Caesar Rodney High School will need to contact school administration to enter into a lottery system. Only a select number of students will be able to participate based on the results of the lottery system.

Before entering 8th grade, families will be contacted in regards to the eligibility of their student(s) to participate in AP Human Geography. The criteria for eligibility is established by the Caesar Rodney School District.

Students who participate in Animal Science and AP Human Geography will do so at Fifer Middle School via online telecast. At times, students will participate in activities that will require them to be transported to the Caesar Rodney High School. Transportation of these students will be arranged by the schools.

E. Advanced-Level Courses

Fifer Middle School offers the opportunity for students to participate in advance level courses in the areas of English Language Arts and Mathematics. The criteria for eligibility is established by the Caesar Rodney School District.

SCHOOL HOURS

- 7:15 a.m. Doors open to students. Students are not permitted to enter prior to 7:15 a.m. Bus drop off/pick up in front of building. **Parent drop off/pick up in back of building.**
Students are to go directly to lockers (excluding SY21-22 due to no locker usage) or to the cafeteria (for breakfast only) and to first period. Loitering in the hallways is not permitted.
- 7:30 a.m. Late Bell/Morning Announcements

2:30 p.m. Dismissal ***Students must be off of school grounds by 2:45 daily. No student is allowed to stay after school unless they are supervised by a staff member. Students wishing to attend after school sporting events are required to go home first and return at 4:00 p.m.**

GRADING POLICY

Grading criteria consists of oral and written assessments. This may include, but is not limited to, tests, projects, reports, presentations, and portfolios. Questions concerning a student's grade should be directed to the teacher.

A = 92 - 100

B = 85 - 91

C = 75 - 84

D = 70 - 74

F = Below 70

PROMOTION POLICY

Students must receive a passing final grade in English, Mathematics, Science, and Social Studies to be eligible for promotion to the next grade level.

HOMEWORK

Appropriate homework assignments are an integral part of the educational program. The amount of homework will vary from subject to subject and from teacher to teacher. Students should complete their assignments independently, but parents should monitor their student's progress closely. Homework should be checked by parents as well as by the teacher.

With assistance from parents, students need to organize their time in order to complete school responsibilities and still have time to interact with family and friends in meaningful activities outside of school. Students should set aside a definite time and place for doing homework each night. Students should make attempts to have all necessary materials at home to assist with homework completion. Be sure to turn off electronic devices while doing homework, and use this handbook (or a similar system) to record homework assignments while at school so that there will be no confusion over what needs to be done at home.

INTERIM REPORTS AND REPORT CARDS

Interim reports and report cards will be posted on Home Access Center (HAC) and grades can be monitored at all times during the year on HAC. If a grade of D or F is earned in a subject, parents are strongly encouraged to **contact the teacher to schedule a conference**. Early communication and cooperation between the home and school may prevent failure. To contact a teacher via email you may do so by using this address: firstname.lastname@cr.k12.de.us (all lower case).

HONOR ROLL

Any student who earns a "B" average or better in all graded subjects will be placed on the Honor Roll list. This list will be published at the end of each marking period.

NATIONAL JUNIOR HONOR SOCIETY

The chapter is governed in all matters by the rules, regulations, and Constitution of the National Junior Honor Society (NJHS). "Membership in the National Junior Honor Society is both an honor and a responsibility. Any student has a right to belong to the National Junior Honor Society. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character, and citizenship" (NJHS Handbook, 1992 ed., pg.13).

To meet the **Scholarship** requirement, a student must demonstrate scholastic achievement by maintaining a grade point average of 3.5 or higher throughout the first three [3] marking periods of 7th grade. The student also understands real scholarship is far more than grades achieved, courses passed, or books read. It is a life-fulfilling process, and demonstrates skills and study habits necessary to achieve goals. To meet the **Service** requirement a student must have been active in three or more community or school activities. **Leadership** is based on the student's level of participation in two or more school activities and/or on qualities of leadership, which may have been observed in the student's interaction with others. **Character** is based on documentation of the student's integrity, behavior, ethics and cooperation with students, faculty members, and the community. **Citizenship** is based on documentation of the student's participation in civic-related organizations and/or activities.

The following procedure is used to select students for membership in the Fifer Middle School Chapter of the NJHS.

- Students who qualify based on GPA will be asked to complete an application for membership.
- The Faculty Council will consider and may request additional information on all eligible candidates in the areas of service, leadership, character, and citizenship.
- **Selection for membership will be by majority vote of the Faculty Council** (made up of representative members of the Fifer faculty). Selected students will receive a letter from the school notifying them of their selection.
- If the principal finds reason to believe that there may have been errors in the selection process, the principal will review the process for compliance with the guidelines published by the National Junior Honor Society. If significant process errors are found (i.e., errors which could have affected the final decision on a student's selection), the principal may direct the Faculty Council to conduct the screening again using proper procedures.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization (PTO) focuses on the promotion and development of a better understanding of educational awareness and communication between the parents, teachers, and student body. Meetings are generally held on the first Monday of the designated month at 6:00 p.m. in the school library.

EMERGENCIES • LATE OPENINGS • CLOSINGS • CANCELLATIONS

The District Superintendent will issue an automated message to all families with any late opening or school cancellation. Please make certain all family contact information is accurate and updated so you may receive important messages. You can also access the state website at www.schoolclosings.delaware.gov for closing information. Announcements may also be made on local radio, television stations, and school social media (Facebook and Instagram).

PLEASE DO NOT CALL THE SCHOOL OR DISTRICT OFFICE FOR INFORMATION.

If school is closed due to a weather emergency or other emergency situation, the day(s) may be added to the end of the regular school year calendar.

STUDENT INFORMATION

DISCIPLINE

In order for learning and teaching to take place, proper order must be maintained. Students should exhibit good manners and demonstrate appropriate behavior for the benefit and safety of themselves and others. Students and parents should thoroughly familiarize themselves with these policies and discuss them at the beginning of the school year. **The District Code of Conduct is enforced anytime a student is on school grounds, on the bus, or attending any school or district activity.**

Prohibition of Bullying Which Includes Cyberbullying

The Caesar Rodney School District prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of the school district from grades kindergarten through grade twelve. In addition, cyberbullying is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district in the same manner as incidents of bullying (*Please refer to the District's Cyberbullying and Bullying Policy in the District's Student/Parent Handbook*).

School Crime and Bullying Contact Information

Delaware Department of Justice, School Ombudsperson, **1-800-220-5414**

24 hour Mobile Crisis Hotline

Counseling and Support, **1-800-969-4357**

State/District Mandatory Reporting Policies

State law dictates that all felonies, sexual offenses, organized gambling, assaults, extortion, weapons, drug and alcohol offenses, incidents of offensive touching, bullying, offenses against school personnel and/or property and information about gang activity must be reported to the local police and/or the Department of Education.

Secret Societies

Secret fraternities, sororities, or other clubs made up of students from public school are prohibited. Secret fraternities, sororities, or clubs have been adjudged by the courts to include those social clubs, operating off campuses that, nevertheless, derive their membership wholly or in part from the public schools. These organizations practice a process of selection designed to create an exclusive membership and which seek by this process to maintain the club's segregation distinction and caste system of self-perpetuation, rushing, pledging, and undemocratic selection of new members.

Gang Activities

Student behavior that is "gang" related is prohibited at school or at school sponsored events. Students who engage in such activities shall be suspended until the matter is resolved. Gang paraphernalia, clothing, grooming or any activity that indicates or implies membership or affiliation with a gang presents a clear and present danger to the educational environment is prohibited. Students who violate this policy will, by such action, immediately forfeit all privileges of participating in extracurricular activities, honors, or offices.

Student Behavior and Discipline

All teachers have been informed to be on the alert for any student behaviors that are in violation of school regulations. Students should behave in a manner that will be a credit to our school. All students should read the student rights policy printed in the District Calendar for additional information and be aware that certain decisions may be appealed as outlined by that policy.

Detentions

Students may be assigned a detention by the administration or any other member of the staff. Detentions may be assigned for tardiness to school or class, not submitting a legitimate excuse for being absent from school, classroom or hallway misconduct, or other disciplinary problems. Students serving detention should report directly to the room listed on the detention form. Teachers must give overnight notice in writing and attempt to contact the parent(s) via phone so transportation can be arranged. **If the student is absent on the day of the detention, the student is expected to make-up that detention on the day the student returns to school.** Students failing to attend a scheduled detention will be assigned additional disciplinary consequences.

Suspensions

In-School Suspension or Out-of-School Suspension may be assigned by an administrator for inappropriate behavior.

Hallway / Stairwell Behavior

Students should keep to their right, walk instead of run, and keep their hands and body to themselves. They should not litter, yell, loiter, or use profane or inappropriate language. Food, beverages, and other non-permissible items will be confiscated. Ear buds or headphones are not to be worn in ears in the hallways/stairwells. Abuse of, or defiance toward, any staff members will result in disciplinary action. Students are expected to keep moving and to follow the directives of **ALL** staff members. SY21-22 stairwells will be one direction.

Teacher Classroom Rules

Classroom rules are made by individual teachers and may supplement school-wide rules. Individual classroom expectations must be followed.

The following behaviors are unacceptable and will result in appropriate action / disciplinary action.

This is not a complete list or all-inclusive list of unacceptable behaviors.

Disrespect towards staff or fellow students
Defiance

Failure to engage in classroom assignments
 Out of assigned area
 Unsafe conduct
 Boisterous, loud, and/or unsafe hallway behaviors
 Locker misuse/abuse
 Carrying book bags, gym bags (unless you are going to or coming from gym class), purses (no larger than an 8½ x 11 sheet of paper), or travel bags throughout the building - students may use/visit lockers during assigned grade level times. (excluding SY21-22 due to no locker usage)
 Eating or drinking outside of the cafeteria
 Selling or distributing food or snacks
 Selling items that are not part of a school-sponsored activity or club
 Public display of affection (kissing, hand-holding, or hugging)
 Possession and/or use of unauthorized personal technology/media devices
 Unauthorized use of technology
 Use of cell phones in any area of the school building
 Videoing or filming students with any technology unless assigned as an instructional tool by the teacher
 Wearing ear buds/headphones outside of a time that a teacher prescribes them as part of an instructional lesson
 Posting disrespectful comments on school social media or tagging the school with disrespectful comments
 Fighting
 Destruction or defacing of school property
 Profanity
 Truancy (cutting class/school, being out of class without a pass, being in unauthorized/unsupervised area of the school)
 Excessive tardiness to school or to class
 Possessing, using, dispensing, or selling alcohol or drugs (including look-alike substances)
 Possessing or using anything that may be considered a weapon or dangerous instrument
 Possession or use of cigarettes/tobacco products, e cigarettes or vapor products
 Possessing matches or lighters
 Possessing or igniting fire crackers or other explosives
 Possessing or using a laser pointer
 Engaging in acts which endanger oneself or others
 Violation of school/district Bullying Policy
 Violation of District Electronic/Communication Equipment policy

Academic Dishonesty

Academic dishonesty includes, but is not limited to, cheating, plagiarism, or unauthorized collaboration with another person or persons. Cheating includes the actual giving or receiving of unfair advantages on any form of academic work. Plagiarism includes offering the words, ideas, or academic responses of another as one's own. Such dishonest behavior will result in all students involved completing an alternate assignment and may result in additional disciplinary consequences, including suspension. Continued violation of this policy will result in more severe disciplinary consequences.

Dance Rules

- **No guests are permitted.** Fifer Middle School dance nights are for the enjoyment of FMS students only.
- Dances begin at 6:00 p.m. and end at 8:00 p.m. **Make sure your ride is here on time. If a student is picked-up late from a dance on two occasions, attendance will not be permitted at future dances.**
- Students who receive any type of suspension or multiple behavioral interventions since the date of the previous month's dance, may not attend the dance scheduled for the current month. This includes the 8th grade dance.
- Students who are absent on the day of the dance may not attend unless they have been present for 4 class periods.
- Once a student leaves a dance, he or she may not return.

- Students are not permitted to leave the dance until 8:00 p.m. unless accompanied by a parent. The parent must come inside the building to pick the student up prior to 8:00 p.m. Students must be dropped off and picked up by a parent or designated adult as we are not a walking school.
- All school rules and regulations are enforced at school dances.
- Dancing inappropriately will not be tolerated.

District Cell Phone Policy

We encourage cell phones to be turned off and kept in the locker each day. Students found in possession of electronic communications equipment (such as beepers, cellular phones, personal digital assistants) that is turned on, rings, emits any audible sound, vibrates, or is being used inappropriately on the school bus, or from the time the student day begins until school is dismissed, will be subject to disciplinary action. Students serving detention or extended day will not be allowed use of electronic communications equipment until after serving detention or extended day. Violators will be subject to disciplinary action. Students that use cell phones to help monitor medical concerns may have their cell phone with them as part of their medical plan. However, students using their cell phone as a medical device are only permitted to use the phone in accordance to their medical plan.

School Bus

All students must ride their regularly assigned buses home at the end of the day or be picked-up from school if you do not use the district bus. Riding a bus other than your own is not permitted due to the safety of our students. Exceptions can be granted upon approval from the Administration. Written consent from all parents/guardians must be submitted to the Main Office for approval. District transportation is a privilege that students must respect or they will be denied this privilege. Students who violate school bus rules and/or fight on the school bus will be disciplined as if they were in school and may face the following consequences*:

<u>1st referral</u>	Warning	<u>2nd referral</u>	1-day bus suspension
<u>3rd referral</u>	3-day bus suspension	<u>4th referral</u>	5-day bus suspension
<u>5th referral</u>	Suspended from the bus pending conference with the Supervisor of District Transportation		

***Consequences subject to change based on the nature of the incident. Students may receive in school interventions and consequences as well for bus violations.**

Dress Code

All students are expected to dress in clothes that are appropriate for school activities and not distracting to the educational process. **Please refer to our school’s website for information about the dress code. You may also contact the Main Office for this information in hard copy.**

First Period Procedures

- Students may enter the building at 7:15 a.m., and are to go **directly** to their lockers (excluding SY21-22 due to no locker usage) and first period. Students who wish to eat breakfast must report directly to the cafeteria.
- Students must be in first period by 7:30 a.m. Students who **arrive** after 7:30 should report to the office for a late pass. Students that are in the building, but not in class, must report to class and **receive tardy notification from the teacher.**
- Teachers take attendance. All students are to be in **assigned seats** to insure accuracy in the attendance count.
- Students are to remain **quiet and orderly** during announcements.

School Counseling Services

Counseling services to assist students with their social, educational, and personal development are available to every student in the school. Services include assistance with educational planning; interpretation of test scores; career information; study help; assistance with home, school, and/or social concerns; or any other such issues students would like to discuss with a counselor. Conferences may be scheduled with the guidance counselor. **In**

order to visit the Guidance Office, a student must have a valid written pass from a teacher, administrator, or counselor.

Extra-Curricular and Co-Curricular Activities

Interscholastic and intramural sports are recreational in nature and act as outlets for physical development and for social and emotional growth. They serve to enhance the individual’s wellbeing, the overall school tone, and the relationship between the teacher and student. Participation is voluntary and with parental consent. The following activities may be available to students at Fifer Middle School:

Art Club Baseball Basketball (Boys and Girls) Best Buddies Business Professionals of America Cheerleading Chess Club Cross Country (Boys and Girls) Fall Soccer (Boys) Family, Career and Community Leaders of America (FCCLA) Field Hockey Football (7 th & 8 th grade only) Lacrosse (Boys) Math League National Junior Honor Society	Eco-Team Odyssey of the Mind Performing Arts Science Olympiad Softball Spring Soccer (Girls) Student Council Technology Student Association Track (Boys and Girls) Unified Sports (Athletes & Partners) Volleyball (Girls) Wrestling Yearbook Young Men of Promise
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Athletic Eligibility

- Students are not eligible for any athletic teams if s/he turns **15** years old before June 15.
- Students in the 6th grade may participate in any interscholastic sport EXCEPT football (as per state regulation).
- Students are not eligible if s/he does not attend four classes that meet each day.
- Students are not eligible if s/he fails more than two of the four major subjects (English, Math, Science and Social Studies).
- Students MUST be cleared to participate on or after April 1st based on a physical examination conducted within twelve months of the signature. The clearance is valid through June 30th of the following school year. The student’s physical examination has to be recorded on the DIAA Physical Examination Form.

Per State Regulations

- NO student shall have more than three (3) opportunities to participate in a fall sport or combination of fall sports.
- NO student shall have more than three (3) opportunities to participate in a winter sport or combination of winter sports.
- NO student shall have more than three (3) opportunities to participate in a spring sport or combination of spring sports.

Library

- The library, located on the first floor, is open each school day. Students must have a pass from a teacher to come to the library.
- Orderly, quiet, courteous conduct is expected at all times in the library.
- Books may be signed out for two weeks with the privilege of one renewal. Students can reserve books if another student has the book he/she wishes to check out. Students will be notified when the book is available.

- Unless required by a teacher to have more, students may check out two books at a time.
- Students are responsible for books and materials checked out in his/her name.
- Nothing is to be taken from the library unless it is properly checked out at the desk.
- Reference books may circulate overnight ONLY. They are due in the library before first period the next day.
- Any violation of the above rules may result in the forfeiture of privileges or more severe disciplinary action by the administration.

Computer / Technology Use

Students may access the Internet at school *for educational purposes only*.

Students are not permitted to:

- Email for non-school related purposes.
- Use any instant messaging program or social media program.
- “Play games” or download programs, or download/stream audio/video recordings.
- Knowingly visit objectionable sites.
- Use graphing calculators in an inappropriate manner.
- Post unauthorized information of school personnel or students without consent.
- Use Schoology or other school applications for non-school purposes or personal purposes.
- Share your password for technology use or use someone else’s password.

Due to the increased use and role of technology in the classroom, students must assume certain responsibilities. Students who intentionally damage, tamper with, or access unauthorized files/information will be held responsible for any damage and receive appropriate disciplinary action. Also, students who produce illegal materials from the use of such technology likewise will be held accountable with appropriate disciplinary action which can include rights taken away. If the pattern of misuse continues more severe disciplinary consequences may occur.

Students and Staff Acceptable Use Policy

Please refer to District Policy guidelines in the Student/Parent District Handbook (District Calendar).

LOCKERS (excluding SY21-22 due to no locker usage)

At the beginning of the school year, students are assigned lockers that are fitted with a combination lock. It is the student's responsibility to keep his/her locker clean at all times. Students are responsible for the security and care of their lockers. Students may use only the lockers to which they are assigned. Do not give your locker combination to anyone. **The school is not responsible for anything missing from lockers.** Locker sharing or switching is not permitted.

Locker inspection (excluding SY21-22 due to no locker usage)

Lockers are NOT the students’ private property. Lockers are district property which students are permitted to use for their convenience. **The administration reserves the right to search lockers at any time and for any reason.** Lockers will be checked for neatness on a regular basis. Students who misuse or damage lockers, fail to maintain clean lockers, have in their lockers school property that was not assigned to them (library books, etc.), or use the locker for excuses to be late to class, will be denied the use of a locker for a period of time determined by the principal or assistant principal.

Locker problems (excluding SY21-22 due to no locker usage)

If a locker fails to operate, follow these procedures: On a piece of paper, 1) write your name and grade; 2) your locker number and combination; and 3) the problem. Turn this information in to the main office. The office staff will contact the custodian for assistance for you. If your locker fails to operate repeatedly, report it to the assistant principal as soon as possible.

Lockers in PE/Athletics (excluding SY21-22 due to no locker usage)

Physical Education students are permitted to use the lockers during P.E. class only; locks must be removed at the end of class. Students are responsible for supplying their own lock. Keep belongings securely locked during

P.E. The Physical Education Department and Fifer Middle School are not responsible for lost or stolen items. Students must keep their belongings locked in a locker at all times.

Lost and Found

The lost and found is located in the cafeteria and the Nurse's Office. Articles found around the school should be taken to the Main Office. The owner, with identification, may claim lost items. Unclaimed clothing will be turned over to a charitable agency.

Meals (Breakfast & Lunch)

Students may bring lunch from home or purchase lunch platters, beverages, and snacks in the cafeteria. Forms for free or reduced lunch are available in the office. Platter prices are 70¢ for breakfast and \$1.10 for lunch (prices subject to change). ***Cakes/cupcakes/sodas, food from home, etc. are not to be brought to school and issued to other students.***

The cafeteria operates on a non-profit basis for the benefit of the student body, and participates in the Federal Lunch Program. Students are provided with nutritious meals at a nominal fee. **Students are not permitted to charge lunches**, as the cafeteria must operate on a cash basis for its bills.

The lunchroom management and your fellow students will appreciate your cooperation in:

- Arriving on time.
- Taking a seat after getting your lunch and staying there until dismissed by a principal or staff member.
- Depositing all lunch litter in wastebaskets.
- Returning all trays to the dishwashing area.
- Leaving the table and floor around your area clean for others.
- Leaving books, book bags, or gym bags in your locker or classroom.

NO FOOD OR DRINK MAY BE TAKEN FROM THE CAFETERIA AT ANY TIME.

Failure to follow any cafeteria procedure may result in clean-up duties, lunch detention, regular detention, or suspension.

Personal Property

The school is not responsible for lost or stolen items. Leave valuable items at home. **PLEASE DO NOT BRING LARGE SUMS OF MONEY OR VALUABLE ELECTRONIC EQUIPMENT TO SCHOOL.** Label all personal property and record serial numbers or identifying marks.

The following items are not permitted in school: fireworks, mace or pepper gas, pagers, skateboards, water guns or play guns, cameras and any other items which the administration determines are disruptive to the educational process. These items will be confiscated and appropriate disciplinary action will be taken.

Protecting valuables during Physical Education and athletics: During Physical Education class or athletics, any money or articles of clothing of value should be locked in hall lockers, locked in gym lockers, or turned in to the coach or PE teacher before class or practice begins. It is recommended that all students bring a lock to secure personal items in a locker during class. The lock and items must be removed after class. The school is not responsible for lost or stolen items.

Textbooks, Library Books, Computers and Instructional Materials

Students are responsible for the security and care of textbooks, library books, and all other instructional materials assigned to them including computers and other technology. It is costly to replace this property; therefore, students will be held accountable for damages or losses.

If this agenda book is lost or destroyed, a replacement agenda book may be purchased at a cost of \$5.00.

Use of Elevator

Students are not permitted to use the elevator without permission from the nurse, who will provide a pass should the student need to use it, or a staff member. Students who violate this policy will be subject to disciplinary action.

Transfer or Withdrawal

Students withdrawing from Fifer Middle School should, if possible, notify the main office at least one week prior to his/her last attendance day. Each teacher must sign a withdrawal form, and all books and materials must be returned. Chromebooks, missing or damaged books and materials must be paid for prior to withdrawal.

Visitation Policy

Parents are encouraged to visit the school. According to Delaware State Law, **visitors MUST report to the main office.** Parents/Guardians who wish to visit classes **must contact the main office in advance** to make appointments. Parents or Guardians are allowed to eat lunch with their child. **You may not bring in food for other children or drop off food for other children for mealtimes. When visiting, parents will refrain from photographing or videoing children during school hours or disrupting the educational process.**

ABSENCES AND EXCUSES FROM SCHOOL

Delaware public school attendance laws state that every parent, guardian, or other person having legal control of a child between five (5) and sixteen (16) years of age is required to send such child to school in the district of residence each day of the minimum school term beginning the first day of the school year.

When a student accumulates **more than three (3) unexcused absences**, he/she is considered in violation of district policy and Delaware state law on attendance. According to 14 Delaware C, 2729 and 2730, **“Truancy” or “Truant”** shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days without a valid excuse during a given school year. Parents of students deemed truant will be prosecuted to the fullest extent of the law. Parents found guilty of violating Delaware’s compulsory attendance requirements may be subject to fines and/or imprisonment. The following actions will be considered:

- Parent notification/letter sent home
- Certified letter sent home
- Parent conference
- Visiting Teacher notified
- Possible home visit
- Charges filed in truancy court
- Notification of The Department of Services for Children, Youth and Their Families

Early Dismissal:

Departure from school prior to the official ending time. All early dismissals will require a written request from the parent or guardian. The request should include a daytime parental telephone number and the reason for the early dismissal. The note must be given to the Attendance Para in the front office no later than second period on the morning of the early dismissal. Permission for early dismissal requested by telephone is for emergencies only.

In an emergency, persons having legal custody of the student may present themselves at the student’s school office to sign an early dismissal. Upon accumulation of ten (10) unexcused early dismissals per year, the school’s Attendance Review Board will be notified and a formal meeting may be requested. The Attendance Review Boards’ contact with the parents will determine the cause of the student’s excessive early dismissals and offer possible interventions. The school may impose disciplinary action as a consequence for repeated unexcused early dismissals from school.

For safety, we ask parents to park in the parking lot and come into the office when picking up children and to avoid the bus loading area behind the school. All students leaving school early must sign-out in the main office. Failure to follow the above procedures will result in an unexcused class absence and disciplinary action.

Excused Absence:

An excused absence is an absence covered under the valid and acceptable excused absences listed in this policy. A signed note from the parent or guardian stating the reason for the absence and the date will be required. It is recommended that the note be submitted the date of the student's return to school; however, the note must be submitted to the school office no later than two (2) days following the student's return to the school or the absence will be coded unexcused. Parents, guardians and students must understand that writing a note does not excuse a student for an absence unless it can be classified as a necessary and legal absence.

The following conditions are recognized by the Caesar Rodney School District as being **legal and necessary absences:**

- a. Illness of the child, attested to by a physician, if necessary.
- b. The presence of contagious disease at the child's home subject to regulations of the Department of Health and Social Services.
- c. Death in the immediate family or in the home of grandparents. Excused time will not exceed one week. Excused time allowed for the funeral of other relatives will not exceed one day. Additional time may be allowed when services are held at long distances from the student's home.
- d. Legal business.
- e. Suspensions or expulsion from school for misconduct.
- f. Appointment with medical practitioner/remedial health treatment.
- g. Prearranged Administrative Excuses with documented parental knowledge:
 - College visit.
 - Participation in other educational experience.
 - Family activities/trips/personal matters.
- h. Emergency situations as determined by the school principal.
- i. Religious holidays.

Extended School / Family Trip Absence Request

Parents may request, in writing, permission for their child to be excused from school for a family trip or for approved personal matters. Family trips and attendance at special activities can be classified as "excused" absences if the proper procedure is followed. Forms are available in the attendance office for a "Family Trip" or "Special Activity." The forms must be signed by all of a student's teachers and a parent or guardian and must be returned two days (48 hours) prior to leaving school for approval by the principal. A parent-principal conference may be necessary before approval is granted.

Excuses are granted only to students with favorable attendance and academic records. This letter is requested at least one week prior to the departure. The letter should state the purpose and the date of the absence and must also be signed by the parent/guardian. Upon approval of the principal, a copy of the request letter will be attached to an administrative excuse form that must be signed by the principal. A copy of this form will be sent to the parent. It becomes the student's responsibility to obtain all assignments before he/she leaves and to complete the assignments prior to their return to school.

Homebound

Instruction furnished by the school district at the student's place of residence. Such instruction is normally furnished when a student's medical condition prevents her/him from attending regularly or for an extended period of time, as deemed necessary by a physician in writing.

Make-Up Work

Any student who has an absence from school can make-up class work and assignments missed, if the request is made within a reasonable length of time of the student's return but not to exceed three (3) days. The time allowed to complete make-up work will equal the time missed. It is the student's responsibility to take

advantage of this opportunity. If the student does not make-up missed work, his/her grade should reflect a failure to comply.

School Suspension:

In-school suspension (ISS) is considered excused, but work must be completed in ISS that day. Out-of-school suspension (OSS) is considered an excused absence. Students are responsible to make up any work or tests that they miss while they are suspended. Tests missed during suspensions should be made-up within three (3) days after the suspension is fulfilled. Arrangements to complete any make-up tests or work are the responsibility of the student.

Tardy:

Students who report to school or first period after 7:30 a.m. are considered late. A student who reports to school after 7:30 a.m. must report to the attendance office. The student must be accompanied by a parent/guardian or have a note signed by a parent/guardian giving the reason for the lateness. Traffic and/or car trouble are considered an unexcused tardy. The attendance officer will give the student a pass to class. A student must attend at least **four** classes and meet the requirements for an excused late or dismissal in order to be considered present for the day. **The third unexcused tardy to school, per marking period, will result in a detention.**

Upon accumulation of ten (10) occurrences of unexcused tardiness per year, the school's Attendance Review Board will be notified and a formal meeting may be requested. The Attendance Review Boards' contact with the parents will determine the cause of the student's excessive tardiness and offer possible solutions to the problem. The school may impose disciplinary action as a consequence for repeated unexcused tardiness to school.

Truancy:

Any unexcused absence will be regarded as an incident of truancy. According to 14 Delaware C, 2729 and 2730, "Truancy" or "Truant" shall refer to a pupil enrolled in grades K through 12 inclusive who has been absent from school without a valid excuse for more than three (3) days without a valid excuse during a given school year.

Unexcused Absence

An absence for a reason other than the valid reasons listed in this policy, or an absence with no note. More than three unexcused absences could result in truancy charges being placed against the parent/guardian(s) as provided for in Delaware Code. Upon accumulation of three (3), five (5), and seven (7) **unexcused absences**, a letter from the school will be sent home to the parents/guardians. The school's contact with the parents/guardians will determine the cause of the student's excessive absence and offer possible interventions. Any unexcused absence will be regarded as an incident of truancy.

Any day of summer school, any session of after school/extra instruction, or any session of mentoring which a child is required to attend as an academic improvement activity is in conformity with this policy and shall be considered a school day. A student who is absent during regular school hours because of school-directed or district-approved activities (class trips, field trips, early dismissals for athletic participation, etc.) shall be marked as present for attendance purposes. Exceptions to the Caesar Rodney School District Attendance Policy may be made in cases of severe family hardship or student illness by an appeal to the Attendance Review Board in each school within 10 days of written notice.

Attendance for Extra-Curricular Activities and School Dances

Students must be in school at least **four full periods** to be eligible to participate in extra-curricular activities. Students who are absent on Friday may not participate in weekend activities without permission from the administration. Students who receive a suspension since the date of the previous month's dance or have demonstrated patterned misbehavior may not attend the dance scheduled for the current month. This includes the 8th grade dance.

Late to Class

Students are expected to be in class, prepared, and on time. If a student is late, he/she will be admitted to class but may be subject to disciplinary action. The lateness is considered unexcused unless the student presents a

written excuse with a valid pass, with the time, date, and staff signature. **The third unexcused lateness to class, per marking period, will result in a detention.** More than 10 minutes late to class, without a pass, is considered cutting class and will result in disciplinary action.

HEALTH

Illness During School

Parents should make certain that the school has an emergency card with current telephone numbers available. Students who become ill during school should obtain a pass from a teacher and report to the nurse. The nurse will decide what should be done. Students should not call or text their parents for pick up from school for illness. Students must not leave the building without authorization. If the nurse is not in, students should report to the main office. If your child vomits, has diarrhea, or a fever above 100 degrees prior to the start of the school day, please do not send them to school. Students sent home for vomiting may not return to school until there has been no vomiting for 24 hours. Students sent home for diarrhea may not return to school until there has been no diarrhea for 24 hours without medication. Students sent home for fever may not return to school until there has been no fever for 24 hours without medication. Students found to have head lice will no longer be sent home during the school day. However, students may not return to school until treated.

Health Screening

All 6th - 8th grade students shall receive a postural and scoliosis screening. The school nurse will notify the parent/guardian if a suspected deviation has been detected. All 7th grade students shall receive a vision and hearing screening. The school nurse will notify the parent/guardian if there is a suspected problem.

Excuse from Physical Education Class

All students are expected to participate in all school activities unless a medical excuse, signed by a physician is on file. In order to be excused from physical education classes over an extended period, students must supply a written statement from a doctor indicating the reason for non-participation and the length of time before the student is to resume physical education activity. A physician's note is required when the student is cleared to return to physical activity. Students may only be excused from physical education classes for one day with a note signed and dated by a parent or guardian.

Medication Policy

During school hours, prescription and non-prescription medications must be administered by the school nurse, utilizing instructions outlined in this policy. **Students are not permitted to take or possess medications of any kind in school unless THE NURSE GIVES that medication (with the exception of asthma inhalers and EPI pens when a signed permission form is on-file in the nurse's office). WHENEVER POSSIBLE, MEDICATION SHOULD BE ADMINISTERED AT HOME.**

If it is necessary for your child to receive medication during the school day, adhere to the following instructions:

- Parents must complete the appropriate forms for prescription and non-prescription medication administration at school and on field trips.
- Parents must bring the medication to and from school.
- The medication must be in the **original container, with the prescription label attached.**
- The nurse will verify the quantity of pills or liquid as soon as the medication arrives. The school nurse will notify parents immediately if a discrepancy is found.

GUIDELINES FOR ADMINISTRATION OF NON-PRESCRIPTION DRUGS

(Adopted by the State Board of Education)

- No medication is to be administered without parental permission.
- A careful history of any allergies, especially to medications, must be noted on the student's school health record.
- A record that includes the date, time, dosage, and purpose must be kept.

- The nurse will assess the particular complaint and symptoms to determine if other measures can be used before medication is administered.
- Medical attention should be sought if symptoms or conditions persist.
- Medications may be considered for the following: dysmenorrhea, orthodontics discomfort, follow-up of known medically treated injuries, general malaise, severe allergic reactions, and skin lesions.
- Proper labeling of containers and proper storage of medication is necessary.
- Non FDA-Approved Medications or Products: School nurses will not administer non-FDA approved medications or products. Such products include, but are not limited to, homeopathic, herbal or nontraditional remedies and dietary supplements.

Student Accident Insurance

Forms to purchase student accident insurance will be sent home with students in early to mid-September

MEDIA PERMISSION FORM

During the 2021-2022 school year, representatives of the media, including local, regional or national newspapers, radio and television may want to interview, photograph or videotape your child. The images they use of your child may be with another individual or a group of individuals. Your child's name could be used in a story along with any accompanying photographs or videotape. Also, the Caesar Rodney School District has the capability of photographing events in and around your child's schools and placing photographs on the Caesar Rodney School District website, on social media sites, and in the "CR Report" quarterly newsletter.

Let's Have a Great Year!



Caesar Rodney School District Media Permission Form

Please check one:

_____ I **do** give permission for my child to be interviewed, photographed and/or videotaped by local, regional or national media representatives and employees of the Caesar Rodney School District for use in newsprint, television and radio as well as in district publications, yearbooks, websites, school presentations and social media, such as Facebook and Twitter.

_____ I **do not** give permission for my child to be interviewed, photographed and/or videotaped by media representatives. However, I understand my child may be pictured in a yearbook and/or on CRSD district websites and social media sites, such as Facebook and Twitter, and in school presentations.

I have read and discussed the rules and expectations outlined in this handbook with my child.

Parent/Guardian Signature

Date

Student Signature

Date

Student's Printed Name: _____

PLEASE SIGN AND RETURN TO FIFER MIDDLE SCHOOL