



**FAIRHAVEN  
MIDDLE  
SCHOOL**

**2018-19**

School Hours: 9:15 am – 3:45 pm

Office Hours: 8:45 am – 4:15 pm

Library Hours: 8:45 am -- 4:00 pm

Main Office 360-676-6450 x 4

Attendance Office 360-647-6876

Counseling/Registration 360-676-6450 x 3

Automated Inclement Weather Line 360-676-6400

110 Park Ridge Road, Bellingham, WA 98225

*<http://fairhaven.bellinghamschools.org>*

Fax 360-647-6887

Steve Ruthford, Principal

Shari Walsh, Assistant Principal



## **IT'S A GREAT DAY TO BE A GRIZZLY!**

**BE RESPONSIBLE, RESPECTFUL, SAFE, AND ENGAGED IN LEARNING!**

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### **GETTING STARTED**

#### **OFFICE/SCHOOL HOURS**

The front doors to the school open at 8:45 am for general operation. The school cafeteria and the library are great places to have breakfast and study until the hallways open at 9:00 am. After 9:00 am, students may use their lockers to put away their backpack, cell phone and coat.

The first bell rings at 9:10 am and students are expected to be in class and ready to learn by 9:15 am. School ends at 3:45 pm.

The main office is open from 8:45 am to 4:15 pm. Students may come to the office to inquire about athletics, make an appointment with the principal or assistant principal, see the school nurse, or ask general school questions.

The attendance window/office is open from 8:45am to 4:15 pm for students to check in after an absence, get a tardy slip or bus note, or ask a question about their locker.

The counseling office is open from 8:45 am to 4:00 pm. The entrance is located off the cafeteria. Please enter through the cafeteria if you have a scheduling question, need to see a counselor, for general registration and immunization questions or to return registration paperwork.

The library is open for independent use before and after school as well as during lunch.

#### **Drop off/Pick up and Leaving Early**

Please note that the front drop-off/parking area is one-way only. Cars are not permitted to use the front parking lot from 3:30-4:15, as buses will be coming and going during that time. Please plan accordingly. Since parking is very limited, parents are encouraged to pick up their student in the rear parking lot or make arrangements to meet them at a nearby pick-up spot.

If your student is ill and needs to leave early, please use the designated parking spots at the front of the school. Parents and guardians will need to sign their student out at the attendance window in the front office. Alternatively, parents/guardians can send their student to school with a signed permission slip to leave early and meet their parent at the front of the building.

### **ATTENDANCE**

#### **Absences**

Absences require either a written excuse, a phone call, or an email from a parent or guardian within 48 hours, to be excused.

### **Excessive Absences**

Students who accumulate excused absences, up to 20% (10 or more days), will be contacted for a conference, and may be required to bring in a doctor's note for additional absences to be excused.

### **Homework Requests**

When students are absent, they should call a friend or email the teacher directly to find out what assignments can be made up.

### **Withdrawing**

Students who are moving or need to withdraw from school are asked to notify the registrar prior to their last day. Student records will be transferred to the welcoming school, if a request is made in writing. Students need to pay any outstanding fines, and return their laptop, library books, text books and athletic uniforms before withdrawing and before records will be transferred.

## **COMMUNICATION**

### **Phone Usage and Messages to Students**

Personal cell phones should not be used at school during school hours (9:15 am-3:45 pm). Students are welcome to use the phone outside the main office to call home. Parents and guardians are asked to connect with their student by calling the main office at 360-676-6450. If an electronic device is confiscated, it may need to be picked up by a parent/guardian.

### **Phone Calls to Staff**

Teachers have voice mail boxes that can be accessed during the day by calling the main office number at 676-6450, and pressing option 4. Staff email addresses are also available by going to the [FMS website](#).

### **Announcements**

Announcements are read each morning over the intercom system and are posted on the [FMS web page](#) weekly.

### **Curriculum Night**

Curriculum night is usually scheduled in late September or early October. Parents are invited to meet their student's teachers and listen to general information. Students do not need to attend.

### **Email**

Email is a great way to communicate with teachers and school staff. Staff emails are posted on the [Fairhaven Web site](#). In general emails are as follows: [firstname.lastname@bellingshamschools.org](mailto:firstname.lastname@bellingshamschools.org)

### **Bus Schedules**

School bus information can be found by typing your physical address into [infoFinder](#) on the district webpage.

### **Tandem Calendar**

District events can be found on the district website. Events can be filtered for FMS, by using the filter feature.

## **TRANSPORTATION**

### **Bikes**

Bicycles are not to be ridden anywhere on school grounds or in parking lots. Bike racks are available on the front blacktop area. The school cannot be held responsible if a bicycle is stolen or damaged.

### **Bus**

Transportation routes are published prior to the opening of each school year. Routes can be found at: <http://www.infofinder.com>

Please click on the following link to watch the ["Ready to Ride"](#) video for student ridership expectations. Please note that large items, such as musical instruments and skateboards are not permitted on a school bus.

Bus discipline – When you are on a school bus, you are on school property. Basic Fairhaven rules apply: **Be safe, Be responsible, Be respectful**. The bus driver needs the same consideration and respect as any other staff at FMS. When bus rules are not adhered to, drivers will complete a form that is sent to the school for disciplinary action. The school office, in cooperation with transportation, will handle discipline.

- Bus referral #1 – School discipline
- Bus referral #2 – Possible loss of bus privilege
- Bus referral #3 – Possible loss of bus privilege for a longer duration



Bus drivers will conduct safety drills several times a year to prepare for emergencies.

**Students who need to ride a different bus home** must bring a note signed by their guardian to the attendance office, before school or during lunch. The note must clearly state the bus number and the bus stop location (street names). Bus passes cannot be issued by a phone call or email.

### **Skateboards, Roller Blades & Scooters**

Skateboards, roller blades, and scooters cannot be used on campus, but they can be stored in a locker, or in a classroom, when prior arrangements are made with the teacher. For safety reasons, these items cannot be stored in the hallways or bathrooms. Heelies (skate shoes) are also not permitted at school.

## **ACADEMICS**

### **Progress Reports**

Progress reports are issued at mid-semester and are intended to be a "check-point" on student academic progress. Parents and guardians are encouraged to contact a teacher directly to discuss any questions or concerns. All staff email addresses are available on the [FMS website](#).

### **Scheduling Information**

Enrichment class choices are made in the spring. Questions about student schedules can be submitted to the registrar. All students will receive their schedules on the first day of school--- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.

### **Standards-Based Grading**

Teachers assess and communicate student progress towards the state standards on a progress report. Standards-based reporting focuses on students mastering content standards, not accumulating points. It is a system that informs teacher instruction, student next steps, and parent understanding. Citizenship, participation/effort, homework/assignment completion, and other such information will be reported separately from academic performance, as success attributes. Additional information is available on the [district website](#).

### **Skyward**

This web-based system allows for communication between the school and home. [Skyward](#) is a web-based program that focuses on sharing information related to academic success. Skyward is also used to sign your student up for sports.

### **School Messenger**

School Messenger is another way that FMS shares important information with families. Parents and guardians can sign up by logging on to: <https://contactme.schoolmessenger.com/?u=bellinghamschools> and by selecting their preferred method of communication (phone, e-mail or text). Please review the contact information listed to ensure that you receive these important messages.

## **ACTIVITIES**

### **ASB Card**

Students can purchase ASB cards in the office. ASB cards are required to participate in any ASB function, including sports and clubs. Families who need support with the cost are encouraged to reach out to our registrar, Linda Foster.

### **Athletics**

Athletic information is available on the FMS website. Please note that students are required to have a physical examination to play sports. The physical exam needs to be done by a medical authority licensed to perform a physical exam and is valid for a 24-month period. [Athletic sign-up forms](#) are available on Parent Skyward Access and are submitted electronically by clicking on the *Online Forms* link.

### **Athletic Participation**

Students who are absent from school are not permitted to return to school to play in same-day sports activities.

## **HEALTH**

### **Health Concerns**

Please contact the attendance office and/or school nurse about any special health conditions (e.g. diabetes, severe allergies, asthma, seizures etc.) and include this information on the health section of the student's registration form.



### **HIV/AIDS Prevention Education**

The life-threatening dangers of HIV/Aids is taught every year to students, beginning in the 5<sup>th</sup> grade. A district curriculum night is offered at least one month in advance of the unit, to give parents an opportunity to preview and inspect the [curricula and materials](#). Parents who attend a district presentation may excuse their student from this prevention program, by submitting a request in writing.

### **Immunization Information**

Before a student can attend school, parents must provide proof of full immunization, proof that a schedule of immunization has been started or a certificate of exemption. Immunization must be provided against diphtheria, pertussis (whooping cough), tetanus, polio, mumps, measles, rubella, hepatitis B and varicella. Additional information can be located on the district [immunization webpage](#).

### **Medication at School**

If a student requires medication-both prescription and non-prescription- during the school day, parents must return the completed form, [Authorization for Medication at School](#). Additional information can be found on the district website or by clicking on this link, [medication at school webpage](#).

**MEDICATIONS WILL NOT BE DISPENSED WITHOUT A SIGNED PERMISSION FORM ON FILE IN THE SCHOOL OFFICE.**

## **MEAL PROGRAM**

### **Meal Payments**

Students can pay for meals with cash or check during meal times, or make deposits to their [lunch account online](#). Students are assigned an ID# in elementary school that stays with them through high school graduation. Students who are new to the district will receive an ID# upon enrollment. Students who need [financial assistance](#), can get a *Free or Reduced meals* form in the main office (forms are also mailed home in August). These forms need to be completed at the start of each school year before the end of October, and/or when financial circumstances change.

Monthly [food menus](#) are available online.

## **SCHOOL SAFETY**

### **Safety Drills**

During the school year we practice four different types of emergency preparedness drills: Fire/Bomb, Lockdowns/Lockouts, Shelter in Place and Earthquake. Teachers will instruct students on proper procedures. The dates of each drill are located on the FMS calendar. Additional information is available on the [school district website](#).

## Visitors

Parents and adults are welcome to visit the school. All visitors must report to the office, sign in on the clipboard, and put on a visitor name badge before going anywhere else in the building.

## Volunteers

Anyone volunteering at FMS MUST complete a volunteer application online. These are available on the [school district website](#).

## Weather Emergencies

SNOW DAYS (or other Inclement Weather Conditions)

In the event of an emergency or snow condition day, school closure and delay information will be announced on KPUG, KGMI, and other local stations. Information is also available on the [school district website](#) and by calling 360-676-6400. No one will be available at FMS to answer phones, especially if school is closed.

## STUDENT SAFETY TIP LINE: 844-310-9560

Students and families can anonymously call the [confidential tip line](#) 24 hours a day, 7 days a week. Parents and families are encouraged to use it to report possible threats or concerns that involve potential harm to students.

## LA LÍNEA TELEFÓNICA PARA LA SEGURIDAD DE LOS ESTUDIANTES: 844-310-9560

Por favor, ayude Ud. mantener la seguridad de nuestra escuela; le avisa a alguien de amenazas posibles o si hay algo que podría hacer daño a alguien. Puede Ud. dejar un mensaje anónimo, sin su nombre.

# ONCE AT SCHOOL – GENERAL INFO RIGHTS AND RESPONSIBILITIES

## A days, B days and Early Dismissal

School days alternate between an "A" day schedule and a "B" day schedule. The first day of school is an "A" day and the days continue alternating back and forth consecutively throughout the year. The A/B schedule is available on the FMS website.

Early dismissal days are listed on the district website or can be found by clicking on this link.

<http://bellingshamschools.org/families/calendars/>. Students are dismissed at 12:00 pm on early dismissal days and are expected to leave the school right away.

## Closed Campus

Fairhaven Middle School is a "closed campus." Students are expected to remain on campus after arriving at school. Leaving the school grounds without permission is cause for disciplinary action.

## Dress Code

Part of [The Bellingham Promise](#), our strategic plan, strives to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's dress code aims to foster a positive and healthy environment. Further details about the dress code can be found in the district's Family Handbook or by clicking on this link [bellingshamschools.org/dresscode](#).

## Electronic Devices

The Bellingham School District and Fairhaven Middle School accept no responsibility for lost or stolen personal electronic devices (cell phones, portable music players, digital cameras, laptop computers, etc.). Students who choose to carry such devices do so at their own risk. Students should follow school and classroom expectations for use of technology between 9:15 am – 3:45 pm. If an electronic device is confiscated, it may need to be picked up by a parent/guardian.

## District Issued Technology

Within the first month of school, students are issued a laptop. This device is only to be used for educational purposes. A [responsible use form](#) must be completed and signed by a parent or guardian, for a student to bring the device home. More information about the device implementation process and rules pertaining to its use can be found on the [FMS website](#).

### **Food and Beverages**

Food and beverages are allowed in the commons where they can be properly recycled. There may be circumstances when eating in the classroom might be permitted under the supervision of a teacher. Please inform the office of any life-threatening allergies.

### **Fragrances**

Due to the sensitivity of others, students should limit their use of fragrances at school.

### **Hall Passes**

Students are asked to use a pink hall pass when traveling during class time. This step helps maintain a safe learning climate.

### **Lockers**

Students should **keep their locker combination confidential** and use only their assigned locker. Lockers are school district property and are subject to search by school authorities. Students are asked to leave their backpack/book bag in their locker during the school day.

The school is not responsible for lost, stolen, or damaged items that students bring to school. Please leave valuables at home.

### **Lost and Found**

The lost and found is located at the entrance of the school. Leftover lunch boxes are donated to [Fairhaven Cares](#) every Monday. Other Lost and Found items will be donated every quarter.

## **BEHAVIOR**

Students are expected to be respectful, responsible and safe. Detailed information about the behavior policy can be accessed on the district website. [Policy 3200](#).

### **Harassment, Intimidation and Bullying**

Students are entitled to a safe, non-threatening learning environment free from harassment, intimidation, and bullying (targeted, repeated, with intent to harm). It can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or written, oral, or physical actions. Targets of bullying or harassment are encouraged to report their concerns to a staff member. Staff will work to ensure that the student finds a safe solution to the problem.

### **Public Display of Affection PDA**

Public displays of affection are not appropriate at school. Students are asked to keep their hands and body to themselves.

## **RECOGNITION**

### **Grr Awards**

*Grr awards* are given to students who are recognized by any staff member for grit and determination in areas of service, behavior, or academics. Students who receive a GRR should bring it to the principal or assistant principal. The student will get a copy of the GRR to take home and the original will be hung on the *Wall of Grrs*.