

Fort Herriman Middle School
Student Handbook
2017–2018



Home of the Diamondbacks

14058 S. Mirabella Drive
Herriman, UT 84096
(801) 412-2450

www.fortherriman.org

School Colors: purple, teal, and black

Rodney Shaw, Principal

Tim Brooks, Asst. Principal (last names A-K) ♦ Lauren Peacock, Asst. Principal (last names L-Z)

WELCOME, DIAMONDBACKS!

Welcome to Fort Herriman Middle School, home of the Diamondbacks. FHMS is a great school known for its outstanding staff, students, and academic programs. We hope you will take advantage of the rich academic opportunities that your teachers will provide and participate in the activities available to you. The information in this handbook has been prepared to answer questions you may have about your school. The administration and staff hope you have a great school year.

Please note: Italicized text in this handbook contains new information.

RATTLE Rules

R – Respects Self and Others
A – Always in the Right Place
T – Takes Responsibility
T – Totally Prepared
L – Lives to Learn
E – Exhibits Character

Statement of Purpose

Fort Herriman Middle School's purpose is to facilitate, promote, and foster an environment that supports high levels of student learning.

School Song

“Fort Herriman Pride”

(Written by Mrs. Thackeray's TA class of 2007-08)

**We are Fort Herriman! We have a lot of pride!
We know we are the future, so we stand side by side!**

**We take turns so all can learn, prepared to meet our goals,
We respect ourselves and others, and we love to rock and roll!**

**Strong as the copper mountains, purple, teal, and black,
We all exhibit character, we are the Diamondbacks!**

**R A T and T L E, so cheer us on to victory
F H M S -- We are the best! (clap, clap) Heck yes!**

Bell Schedules

Monday - Thursday				Friday			
Period	Begin	End	Length	Period	Begin	End	Length
1st	7:30	8:16	46 min	1st	9:30	10:03	33 min
2nd	8:21	9:07	46 min	2nd	10:08	10:41	33 min
3rd	9:12	9:58	46 min	TA (in 2nd)	10:41	10:50	09 min
TA	10:03	10:36	33 min	3rd	10:55	11:28	33 min
A Lunch	10:36	11:06	30 min	A Lunch	11:28	11:58	30 min
4th	11:11	11:57	46 min	4th	12:03	12:36	33 min
5th	12:02	12:48	46 min	5th	12:41	1:14	33 min
4th	10:41	11:27	46 min	4th	11:33	12:06	33 min
B Lunch	11:27	11:57	30 min	B Lunch	12:06	12:36	30 min
5th	12:02	12:48	46 min	5th	12:41	1:14	33 min
4th	10:41	11:27	46 min	4th	11:33	12:06	33 min
5th	11:32	12:18	46 min	5th	12:11	12:44	33 min
C Lunch	12:18	12:48	30 min	C Lunch	12:44	1:14	30 min
6th	12:53	1:39	46 min	6th	1:19	1:52	33 min
7th	1:44	2:30	46 min	7th	1:57	2:30	33 min

Assembly Schedule 1				Assembly Schedule 2			
Period	Begin	End	Length	Period	Begin	End	Length
1st	7:30	8:10	40 min	1st (assembly)	7:30	8:30	60 min
2nd/1st Assembly	8:15	9:15	60 min	2nd (assembly)	8:35	9:35	60 min
2nd/2nd Assembly	9:15	10:15	60 min	3rd (assembly)	9:40	10:40	60 min
3rd	10:20	11:00	40 min	A Lunch	10:40	11:10	30 min
A Lunch	11:00	11:30	30 min	4th	11:15	12:00	45 min
4th	11:35	12:15	40 min	5th	12:05	12:50	45 min
5th	12:20	1:00	40 min	4th	10:45	11:30	45 min
4th	11:05	11:45	40 min	B Lunch	11:30	12:00	30 min
B Lunch	11:45	12:15	30 min	5th	12:05	12:50	45 min
5th	12:20	1:00	40 min	4th	10:45	11:30	45 min
4th	11:05	11:45	40 min	5th	11:35	12:20	45 min
5th	11:50	12:30	40 min	C Lunch	12:20	12:50	30 min
C Lunch	12:30	1:00	30 min	6th	12:55	1:40	45 min
6th	1:05	1:45	40 min	7th	1:45	2:30	45 min
7th	1:50	2:30	40 min				

General Information

Academic Program

The curriculum at FHMS gives every student the opportunity to succeed. The basic curriculum requires you to study reading, writing, mathematics, science, health, and physical education. In addition, this basic program is enhanced by excellent courses in visual and performing arts, technology education, family and consumer science, foreign languages, and music.

Assemblies

Behave respectfully and appropriately during assemblies with the following guidelines:

- Stand and show respect during the National Anthem, Pledge of Allegiance, and school song.
- Sit with your teacher.
- Pay attention to the presenters.
- No electronic device use.

Backpacks

Backpacks are not allowed during school hours. This includes purses and beach-style bags. You may bring them to school but must store them in your locker during the school day. You may take them to 7th period only.

Bus Transportation

You qualify for bus transportation if you live **two miles or more** from the school and within our school boundaries. The District has identified what areas qualify for busing. Students eligible for busing will receive a bus pass. This pass must be shown to board the bus. Students who do not qualify to ride the bus may be allowed to do so if there is space available and the district approves a bus request for that student. Follow the bus driver's directions. Misbehavior on the bus or at a bus stop may lead to school consequences, including loss of riding privileges.

Cafeteria

Nutritional, low-cost lunches (\$2.00) are available each day. If you buy a second lunch, you will be charged \$3.30. You are assigned a lunch number that you will use each time you go through a lunch line. Keep this number confidential. If you need to make a deposit to your lunch account, do so in the main office before school. You should make deposits no later than 9:30 am to receive credit for that day. Vending machines are also available, but you use them at your own risk. There will be no refunds.

Cafeteria Behavior

We expect the same respectful behavior in the cafeteria that you demonstrate in other areas of the building, by following RATTLE rules and adult directions. Here are specific expectations for cafeteria behavior:

- Stand at the blue tiles when waiting to purchase your lunch.
- Maximum of eight (8) students at the counter at a time.
- Wait your turn. No cutting in line.
- Clean up after yourself.
- Stay in designated areas.
- All food must be consumed in the cafeteria.
- No outside food is allowed unless parent brings it and supervises (i.e., pizza, birthday cake, etc.).
- Stay away from cars.
- **Sit for the last five minutes** of lunch in order to make sure the cafeteria is clean, until you are dismissed by an AP or hall monitor.

Cell Phones and Electronic Devices

Cell phones and other electronic devices are permitted but may only be used during class breaks and your lunch. You bring them to school at your own risk, and you are responsible for its care. If you use them at inappropriate times or for inappropriate reasons, they may be confiscated to a parent pick-up and you may receive additional consequences. *Headphones are only allowed up until the beginning of school and during your lunch. Headphones must be put away at all other times during the school day, otherwise they may be confiscated.*

Closed Campus and Visitors

FHMS is a closed campus, which means you may not leave the campus during the school day without following the proper checkout procedures. Student visitors are not allowed at school. Adult visitors must obtain a visitor pass from the main office. Parents wishing to attend a class must obtain the permission of the principal and the teacher prior to their visit.

Cheating and Plagiarism

Cheating in any form is unacceptable. The teacher will contact the parent to notify them that their student will be receiving a zero for the assignment and/or assessment on which he/she cheated. *At the teacher's discretion, students may not be allowed to make up the assignment/assessment. You may also receive a deduction in your citizenship.*

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Students are expected to complete their own work and properly cite any works used in their original assignments. Students who plagiarize will receive a zero on the assignment and/or assessment. Individual teachers will determine if the student is able to redo the work.

Counseling

The counseling center is located near the main office. The counseling center can help you with educational or personal needs. Students, parents, and staff members are encouraged to seek assistance by contacting the counseling secretary for appointments. A school psychologist is also available. Students are assigned to a school counselor according to the first letter of their last name. Our counselors are Mr. Bills (last names A-C), Mrs. Barson (last names D-I), Mr. Cox (last names J-M), Ms. Hunsaker (last names N-Sp), and Mrs. Sneddon (St-Z), Mrs. Ross, and our school psychologist is Ms. MacDougall.

Dangerous Items Not Allowed at School

It is against the law to bring dangerous items to school. Consequences for doing so include suspension and police involvement. Dangerous items include but are not limited to anything that physically harms people, such as:

- Things that stab, cut, or puncture, like a knife, pin, etc.
- Things that shoot objects, like a gun, firearm, slingshot, airsoft gun, etc.
- Things that explode, like fireworks, poppers, snaps, etc.
- Things that burn, like a cigarette lighter, matches, candles, sparklers, pepper spray, etc.

Even if you bring a facsimile (fake, look-alike, or replica) of a dangerous item, you face the same serious consequences. If you suspect another student has brought or plans to bring a dangerous item to school, **tell an adult immediately**. *If you bring a weapon to school on accident (for instance, you had a knife in your backpack from a camping trip), bring it to an administrator immediately, and do not show it to anyone.*

Diamond Time

Diamond Time is an intervention program during TA to support students who are struggling academically. You may also use this time to work with a teacher if you need extra help or want to improve your grade. On select Tuesdays at the end of 3rd period, students will receive a current grade printout. Students who have As or Bs will have the opportunity to go to an activity or to go to a teacher's classroom for additional help on their assignments. Students who have a C or lower in any class are required to go to that teacher for intervention (make up missing work, take a missed test, etc.).

Digital Citizenship

Be careful what you do on electronic devices.

- *Anything you text or post online -- words, pictures, or videos -- can be viewed by anybody. There is no privacy online.*
- *Only post comments/pictures that you would be comfortable showing your parent.*
- *Cyber bullying is illegal and will result in school and police consequences.*

*In addition, it is against the law for you to bring, possess, participate in, share, or show **sexting or pornography** while at school, whether in printed matter, on an electronic device, or on social media. Consequences of doing so include parent notification, suspension, confiscation and wiping of phone, possible change of school, and police involvement.*

Disclosure Statement and Course Descriptions

Students will receive a school-wide disclosure statement regarding classwork expectations, grading requirements, homework policies, citizenship responsibilities, etc. This should be signed by your parent and returned. Specific course descriptions are available from each department/teacher.

Disrespect and Insubordination

Refusing to follow a reasonable directive by a teacher, administrator, or other school personnel is considered insubordination and is not allowed. This behavior is grounds for suspension.

Dress and Grooming Standards

We expect you to follow the dress code as established by Jordan School District. It is not meant to be inclusive as styles and fashion trends change over time, but should be used as a reference for what is and is not acceptable at school.

1. Clothing shall cover the midriff, underwear, back, and cleavage at all times.
2. Skirts, dresses, and shorts must be at least **mid-thigh length or longer**, both front and back, when seated.
3. Students shall not wear clothes that are mutilated, cut off, or immodest e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. **Sleeves on shoulders must be at least three (3) inches wide.**
4. Pants that are shredded, threadbare, or have holes above mid thigh are not allowed.
5. Leggings are permitted as long as the front and back of the top provides modest coverage.
6. We ask that student hair color be a natural color and not extreme or conspicuous in style.
7. Clothing or items that have anything about tobacco, alcohol, or drugs are not allowed.
8. Hats are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.
9. Shoes shall be worn at all times to ensure personal safety and hygiene.

If you are not in compliance with dress code, you will need to change into appropriate clothes before returning to class. Your parents may be contacted, and you may receive additional consequences.

Emergency Drills

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow Incident Command procedures.

Emergency Phone Numbers

In order to ensure that we can reach parents in an emergency, make sure you submit changes of address or phone numbers to the attendance office or via your parent Skyward log-in.

Essential Intervention

Essential Intervention is targeted intervention for students who need support in mastering specific learning goals in specific classes. E.I. Time is coordinated through academic departments and offered during TA time.

False Emergencies

Threats of violence or disruption, telephone bomb threats, telephone 911 calls, pushing emergency call buttons in classrooms, etc., are considered false emergencies and are not allowed. These types of actions may involve police involvement.

Fee Waivers

Fee waiver forms may be picked up in the main office, or printed from online registration materials. Whether on fee waivers or not, everyone has the opportunity to participate in class- and school-sponsored activities.

Fighting

Fighting is not allowed at school. If you throw a punch, first or second, you will be suspended. You may also face police involvement. If you are in a situation that you fear will become a fight, tell an assistant principal or counselor. We are here to help you peacefully resolve the conflict so that you don't feel like you have to fight. Injuries, damages, and medical costs associated with fighting are the responsibility of the involved students and their parents.

Food and Drink

Food and drink are not allowed in the classrooms or halls. Students will be asked to discard food and drinks as school begins, and as they leave the cafeteria after lunch. In addition, gum is not allowed in the classrooms or halls. Students will be asked to discard gum and packages of gum may be confiscated.

Gang Activity

Gang-related activity or the promotion of gang-related behavior at school, or at school-related activities, is not allowed. The administration works with the school resource officer to determine what constitutes gang activity.

Google Chromebooks, Classroom, and Apps

You will be using Google Chromebooks and Google Classroom in most of your classes. This access to technology will help you stay organized, take notes, and turn in assignments and assessments. Using Google Chromebooks and Classroom is a privilege. Treat the Chromebooks with care and only use the Google Apps for classwork. If you damage a Chromebook through negligence, you will be responsible for the cost of repair or replacement. Abuse of Google Apps could result in the loss of Chromebook privileges. Each student will be responsible to sign a Chromebook User Agreement through their classes.

Hall Passes

Hall passes should be used minimally. During class time, you are permitted to use a hall pass (one student per hall pass) when you have teacher permission, when you are wearing the orange vest, and only **after the first 10 minutes** of each class period. In addition, **you may not use hall passes the last 10 minutes of class.**

Harassment/Bullying

You have a right to be safe from bullying and harassment. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. It can be physical, verbal, emotional, or cyber. It can involve: telling offensive jokes; derogatory statements about a person's ethnicity, race, gender, beliefs, etc.; inappropriate touching; lewd gesture or actions; threatening language or behavior; and unwelcome taunting.

If you feel bullied or harassed, tell the individual to stop. If that doesn't work, tell your counselor or assistant principal or use the Safe UT app. Consequences for those who harass or bully include in-school suspension, out-of-school suspension, and/or police involvement.

Homework Requests

If you miss three or more days of school because of illness, parents may request homework by contacting the attendance office at 801-412-2454. Please allow 24 hours between the time the request is made and the time the homework is picked up.

Illegal Drugs, Alcohol, and Tobacco

It is against the law for you to possess, use, share, sell, or distribute illegal drugs, alcohol, or tobacco. This includes e-cigs and mods. **Consequences** include parent contact, police involvement, suspension, removal from school, and a required drug offenders class. Suspension for illegal drugs and alcohol can be up to 180 days (an entire school year).

Knowledge of an Illegal Activity

You are responsible to tell an adult about dangerous or illegal activities (fighting, drugs, weapons, pornography, etc.). If you know that something dangerous or illegal is going to happen or did happen and do not report it, you face suspension and police involvement. If you film or attend an illegal activity -- even if you don't participate -- you face suspension and police involvement. This policy applies to illegal activities that occur during school hours, on the way to/from school, or at a JSD-sponsored activity (like a field trip).

Library Media Center (LMC)

The LMC is open for student use daily from 7:00 am to 3:00 pm. The LMC has a variety of books, reference materials, magazines, and computers. You may use these items for research and school studies. You may come to the LMC before and after school and during passing periods without a pass. During class periods, the assigned teacher must issue a pass. You are also encouraged to come in during the lunch periods, but must obtain a library lunch pass from the media center specialist before school. Backpacks, food, and drinks are not allowed in the LMC. Books may be checked out for a period of 15 school days. A fine of 10¢ per school day is charged on all overdue books. You will be required to pay for lost books.

Lockers and Other School Property

You are responsible for respecting and maintaining all school property including textbooks, equipment, lockers, etc. Keep your lockers neat, safe, and secure. If you vandalize textbooks, equipment, or lockers with writing, tagging, stickers, etc., or by mistreating them in any way, you may receive a fine or community service. **Keep your locker combinations confidential.** School officials reserve the right to search your lockers

for periodic inspections as well as for suspicion of inappropriate behavior. Illegal items found in student lockers will be confiscated and police will be involved. Do not decorate lockers for birthdays. Locker clean-up is your responsibility. Because of enrollment, some students may be required to share lockers.

Loss of Personal Property

If you lose an item, other than those that are discouraged at school, check the lost and found in the main office. If the item is not there, you can fill out a lost-item report in the attendance office, and the administration will assist you in locating the item. If you bring personal items to school, put your name on them.

Medication at School

You may have on your person or in your locker up to an 8-hour dose of medication for personal use. Make sure your medication is clearly labeled with what kind of medication it is. **Do not share your medication with anybody at school.** If you have more than an 8-hour dosage on your person, or distribute the medication to other students, you will be subject to District drug and alcohol consequences (including up to a 180-day suspension). If you need to have other prescription medication during the school day, get a form from the attendance office (it will require a doctor-signed note indicating dosage, method, and schedule, and a note from a parent/guardian requesting that the medication be administered during regular school hours). These medicines are kept in a locked cabinet. Students may have an asthma inhaler.

Non-Discrimination

FHMS does not discriminate on the basis of race, color, beliefs, national origin, gender, disability, sexual orientation or gender identity in any educational program or activity.

Parent Teacher Student Association (PTSA)

PTSA (Parent Teacher Student Association) contributes to student success by providing and supporting enrichment activities and school improvement projects. PTSA membership dues are \$6.00 a person per year. That money is used to help fund PTSA supported school activities, such as Reality Town, counseling programs, teacher appreciation activities, and school/teacher needs. The PTSA encourages each parent and student to be a member of the organization. Parents and grandparents are encouraged to become actively involved in volunteer programs available at FHMS.

A student **memory book** is compiled and provided as the PTSA fundraiser each year. Student ID pictures and school event photographs are included in the book. The cost of the memory book is \$25 if you order it during registration or before November 1st. After that, the cost is \$30 and is subject to availability. Pre-ordering is the only way to guarantee that you will receive a memory book.

Public Display of Affection (PDA)

Public displays of affection are inappropriate for a middle school environment and are not allowed.

Report Cards, Midterm Progress Reports, and Failing Notices

Report cards will be mailed home only at the end of the school year. If you would like an official transcript/report card at the end of each quarter, you may request one from the counseling center. Midterm progress reports will be issued to you at the middle of each quarter and are taken home to parents. Parents may request daily grade updates via Skyward. Failing notices are mailed home before the end of each quarter to parents of students who currently have any Ds or Fs.

Schedule Changes

FHMS recognizes that under some circumstances a schedule change may be required, but these are very rare. After the second week in the quarter, an administrator must approve all student-requested class changes.

Sick Room

If you are sick enough to leave class, you must get teacher permission and go to the attendance office. You may lie down in the sick room for up to 15 minutes, after which you will be sent back to class. If you are too ill to remain in school, your parent or guardian will be contacted. If you are sick and need to go home, you must call home from the attendance office. Only a parent or family/emergency contact listed on Skyward may check you out according to the attendance policy in this handbook.

Skateboard, Bikes, and Scooters

Once you are on school property, **walk or carry** your skateboard, bike, scooter, etc. Otherwise, it may be confiscated and your parent contacted.

Skyward

Both parents and students will receive a Skyward log-in ID and password in order to view current grades, missing assignments, attendance information, and much more information. Your ID and password will be mailed to you at the beginning of the school year. The website for Skyward is **is.jordan.k12.ut.us**.

Student Government

Student officers are elected each year to represent the entire student body in student activity decisions. Freshman and eighth grade officers are elected in the spring, and seventh grade officers are elected in the fall. To be eligible for office, students must have a 3.0 minimum cumulative GPA and maintain a 3.0 GPA for the entire school year. Additionally, they must meet citizenship requirements, with no more than 1 N and no U's during the quarter preceding the election. Student body officers cannot have any Ns or Us while in office. Any student who does not meet these requirements may be subject to probation or removal from student government position. More information concerning elections will be available at election time.

Student Recognition Programs

Student recognition programs at FHMS provide an opportunity for students to be acknowledged for exemplary academics and/or behavior. These programs include but are not limited to:

- **Weekly and quarterly RATTLE card drawings.**
- **Diamondback of the Day.** Each day, a faculty member, counselor or administrator will recognize one boy and one girl for this award.
- **Diamondback of the Month.** Three boys and three girls from each grade will be chosen by the faculty and honored in an assembly as the students best exemplifying positive student behavior.
- **Honor Roll.** Students who have a 3.5 GPA will receive recognition for their efforts each quarter with a certificate and a special assembly.
- **No-Tardy Party.** Students with no tardies during the quarter will receive special recognition.
- **Team celebrations.** Teams will schedule celebrations for their teams throughout the year.
- **End-of-year Awards Assembly.** Grade-level awards assemblies are held to recognize students for their successes in multiple areas throughout the year.

Suspension

A student who is suspended from school may not be penalized academically for non-attendance during days of suspension. Make-up work will be provided for suspended students upon their return to school. Make-up work must be completed within the time requirements of the individual teacher. **If you are suspended, you are not allowed on any Jordan District school grounds during the period of the suspension, nor are you allowed to participate in any activities during the term of suspension.**

Telephones

If you need to use the phone, you must obtain permission from a teacher or staff member and go to the attendance office.

Theft

Stealing any school or personal property at school is against the law and could result in suspension and police involvement.

Toys and Other Distracting Items

Any items that distract or disrupt (like toys, games, etc.) are not allowed at school and may be confiscated to a parent pick-up.

Vandalism

Vandalism is the destruction or defacement of school or personal property. All acts of vandalism will be investigated and appropriate action taken, including possible police involvement.

Vulgar or Profane Language, Pictures, and Gestures

Any vulgar or profane language, pictures, and gestures or associated actions are inappropriate for any school environment and are prohibited. The teacher or administrator will take appropriate disciplinary action.

Possible Administrative Consequences for Misbehavior

Lunch Detention. Students in lunch detention are required to sit at a designated table in the cafeteria. They are not allowed to talk to friends or use their phones/electronic devices. The hall monitor directs students when to get in line for lunch. They can choose from any of the lunch options but are not allowed to purchase extra treats. Students remain at the lunch detention table for the entire lunch period.

Community Service. Students assigned community service work under the supervision of a custodian to complete cleaning tasks throughout the school and grounds.

In-School Suspension. Students assigned to ISS receive classwork gathered from their teachers and work in a designated area of a teacher’s classroom. When the ISS teacher has a free period and/or lunch, the ISS student goes to the attendance office for that period of time. Students in ISS eat lunch in the attendance office.

Out-of-School Suspension. For more serious violations of the student code of conduct, students may be suspended from school for up to ten days.

Consequences for more serious violations are determined on an individual basis.

Discipline Flowchart

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
Assault/Battery	Police investigation Suspension to district hearing			
Bullying: physical, verbal, emotional, or cyber bullying; sexual or racial bullying, racial slurs, verbal, physical and/or written intimidation and/or threats	Warning and contract If the harassment is of a more serious nature, up to suspension to a district level hearing Possible police involvement	Up to 5 days OSS Parent conference If the harassment is of a more serious nature, up to suspension to a district level hearing Possible police involvement	Up to 10 days OSS Parent conference Suspension to a district level hearing	
Bus violations	Student conference Parent notified Possible bus probation Possible suspension of bus-riding privileges	Student conference Parent notified Suspension from bus for 5 days	Student conference Parent notified Suspension from bus for 10 days	Suspension of riding privileges until parent conference Possible riding suspended for rest of year
Cafeteria violation	Warning Lunch detention 1 day Parent notified	Lunch detention 3 days Parent notified	Lunch detention 5 days Possible assigned seating Parent notified	Lunch detention Parent notified Assigned seat Possible OSS
Disruptive, disrespectful, or dangerous behavior	Teacher to address (Overt disruptive, disrespectful or dangerous behavior may require immediate administrative intervention)	Teacher to address (Overt disruptive or disrespectful behavior may require immediate administrative intervention)	Referral to AP office Student conference Parent notified and begin tracking Utah State Code 53A-11-910 Possible suspension Referral to Juvenile Court	Utah State Code – Habitually Disruptive Student
Dress code	Student conference Review dress code Student required to change Entry to discipline log Parent Contact	Student conference Review dress code Student required to change Entry to discipline log Parent Contact	Student conference Review dress code Student required to change Entry to discipline log ISS	Parent notified Review dress code Up to 2 days OSS

Electronic devices, cell phones, toys, skateboard, etc. (Some items may not be returned to students)	Confiscated Parent contacted Returned at the end of the school day	Confiscated Parent contacted Returned to a parent only		
False Emergencies	Parent notified Possible suspension Possible police involvement			
Fighting /Physical Aggression (Offenses accumulate over time at FHMS)	Up to 3 days OSS Parent contact Possible police involvement	Up to 5 days OSS Contract Parent conference Referral to District Discipline School Possible police involvement	Up to 10 days OSS Contract Parent conference Possible police involvement Suspension to a district level hearing	
Gang Activity	Up to 3 days OSS Parent contact Possible police involvement Possible school service Severity clause: 1st Offense for Gang Assault, Intimidation, and/or Violence - Suspension to a district level hearing			
Hall Behavior - pushing, shoving, horseplay, etc	Warning by an adult	Warning by an adult Student conference Referral to AP office Possible written assignment	Student conference Referral to AP office Parent notified Possible ISS	Student conference Referral to AP Office Parent notified Possible suspension
Missed ASD	Up to 1 day ISS			
Obscene/abusive language or behavior	Warning Written assignment	Parent notified Lunch Detention	Parent notified ISS	Parent notified Possible Out of School Suspension
Obscene/abusive language or behavior directed to an adult	Up to 3 days OSS Parent contact Written apology	Up to 5 days OSS Parent contact	Up to 10 days OSS Parent contact	
Possession of pornography / Sexting	Suspension Parent contact Possible police involvement Possible suspension to district-level hearing			
Sexual assault	Parent conference Police involvement Suspension to a district level hearing			
Spectator and/or filming of illegal activity (including fights)	Conference with student Parent notified Up to 1 day OSS	Parent notified 3 day OSS	Parent notified 5 days OSS	Parent notified 10 days OSS
Substance Abuse	As per district policy found in student planner and in registration packet			
Substance Distribution	As per district policy found in student planner and in registration packet			
Theft of Item \$10 or less	Parent notified Restitution Community Service	Parent notified Restitution Possible Police involvement Up to 3 days OSS	Parent notified Possible police involvement Suspension to district level hearing	
Theft of Item \$10 or more	Parent notified Possible police involvement			

	Up to a district level hearing			
Throwing Objects - no injury or damage	Student Conference Possible Lunch Detention Parent notified	Up to 1 day ISS Parent notified		
Throwing Objects - causing injury or damage	Up to 3 days OSS Parent contact Possible police involvement			
Tobacco and/or E-cigs	Parent notified Tobacco ticket issued and referral to Juvenile Court 1 day OSS	Parent notified Tobacco ticket issued and referral to Juvenile Court 3 days OSS	Parent notified Tobacco ticket issued and referral to Juvenile Court Up to 5 days OSS	
Truancy (sluffing)	Student conference Parent notified Written assignment with parent signature Lunch detention Possible community service	Student conference Parent notified Possible ISS	Student conference Parent notified Possible suspension Possible referral to truancy school	Parent conference Up to 3 days OSS
Vandalism	Student conference Parent notified Restitution Possible suspension Possible police involvement Possible district hearing			
Weapons, Replica or Facsimile, Arson	Suspension Possible police involvement Possible suspension to district level hearing			

ATTENDANCE

Compulsory Education

Utah law requires that students attend school every day, every period, except when a parent excuses your absence for a legitimate reason. FHMS will begin truancy tracking procedures once a student has missed 10 school days or 80 class periods. A legitimate excuse from school must be in the form of a note from a doctor, dentist, orthodontist, or other medical professional. Parents are encouraged to send a note or email, or to call the school in order to acknowledge that they are aware of the student's absence. The student must make up all missed work according to the school's make-up policy.

Check In/Out

If you arrive more than 10 minutes late to school, check in at the attendance office. If you arrive less than 10 minutes late to school, go directly to class and you will be marked tardy. If it becomes necessary for you to leave school for any reason during the school day, you must sign out through the attendance office. **A parent or person listed as an emergency contact on Skyward must come into the attendance office and show picture ID in order to sign you out.** You are not allowed to check out with a note from a parent.

Citizenship grades are based on classroom behavior, preparedness, attitude, and punctual attendance, as follows:

- **H** – Honor; 0-1 tardies, no referrals
- **S** – Satisfactory; 2-3 tardies, no referrals
- **N** – Needs Improvement; 4 tardies, or 1 referral
- **U** – Unsatisfactory; 5 tardies, or 2+ referrals

Educational Leave

You may apply for up to 10 days of educational leave per school year. Your parent should **contact the attendance office at least three school days before** taking leave and arrange for you to pick up an Educational Leave Form. Return the form to the attendance office before leaving on vacation. It is your responsibility to obtain and make up work missed during educational leave.

Home and Hospital

If a doctor writes an order for you to be out of school for over 10 school days, your parent needs to contact the attendance office to arrange for home and hospital teaching services. The doctor's note must contain a diagnosis, a treatment plan, and approximate return-to-school date. The note must be provided to the attendance office before home and hospital instruction can begin.

Tardies

FHMS follows a school-wide tardy policy. All teachers use the same definition for tardy: You are tardy if you are not **in the classroom and ready to work** when the bell rings. The following consequences apply:

- First and second tardy: Teacher interventions
- Third tardy: Parent contact
- Fourth tardy and beyond:
 - Teacher submits office referral
 - You and an assistant principal will meet and your parents will be contacted. Consequences include parent contact, verbal warning, lunch detention, after-school detention, in-school suspension, etc.
 - Freshmen with recurring tardy issues may be subject to the Herriman High School tardy policy.

School Hours

School hours are from 7:30 am - 2:30 pm Monday-Thursday, and 9:30 am - 2:30 pm on Friday. You can arrive at school as early as 7:00 am Monday-Thursday, or as early as 9:00 am on Friday. Unless you are working with a teacher, you must leave the building by 2:45 pm and be off campus by 3:00 pm every day. FHMS cannot provide adult supervision after these times.

Truancy

Truancy (“sluffing”) is an unexcused absence. You are expected to be in every class, every period. If you sluff, you will receive consequences (see the Discipline Flowchart). You are truant if you:

- Leave school without checking out through the attendance office
- Leave school without parent permission
- Arrive at school but do not attend one or more classes
- Obtain permission to go to a certain place but do not report there
- Stay home without the parent’s knowledge
- Leave a class without permission
- Arrive to class more than ten minutes late or leaves class early without teacher permission

Withdrawal from School

When students move outside the school boundaries, they need to withdraw from FHMS. This process includes obtaining a withdrawal sheet from the attendance office, receiving clearance from each teacher, returning all textbooks, cleaning out lockers, and paying any fines. Failure to complete all of these steps may result in delay or denial of credit.