

# Student Agenda Book

2018-2019

Clarkstown Central School District  
Felix V. Festa Middle School Campus  
30 Parrott Road West Nyack, NY 10994

[www.ccsd.edu/FFMS](http://www.ccsd.edu/FFMS)

Twitter: @FFMS\_Falcons



## **MISSION STATEMENT**

We, the Felix V. Festa Middle School community, are dedicated to providing an educational program that meets the unique social, emotional, physical and intellectual needs of our students. Through a nurturing, caring, secure learning environment, we are committed to challenging our students while building their self-esteem – enabling them to reach their full potential.

**This FFMS Agenda Book Belongs To:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Parent Guardian Work: \_\_\_\_\_

Parent Guardian Cell: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**RESPECT + RESPONSIBILITY = SUCCESS!**

**RESPECT** others, your environment and yourself.

Show **RESPONSIBILITY** for your actions and assignments.

By doing this, your year will be a **SUCCESS!**

# Achievement = Character + Determination

	A School	C School	D School
Principal	Dr. Michael St. John	Dr. Diane Mitchell	Mr. Jonathan Schatz
Assistant Principal	Mrs. Christine Madigan	Mr. Scott Lercher	Dr. Max O'Casey
Attendance Secretary	Mrs. Goggin	Mrs. Devincenzo	Mrs. Griffin
Office Secretary	Mrs. Silverman	Mrs. Kaplan	Mrs. Bichler
School Counselor	Ms. Gardiner	Ms. Smith	Mrs. Fraler
School Counselor	Mr. Kelly	Mr. Reed	Mrs. O'Keefe
Student Assistance Counselor	Ms. Janis	Ms. Falborn	Ms. Cleary
Psychologist	Ms. Valentine	Ms. Driscoll	Mrs. AVECILLA, Dr. Benjamin
Nurse	Ms. Carlyle	Ms. Hallinan	Ms. BlassbergMilich
<b>Phone #</b>	845-624-3969	845-624-3971	845-624-3972

**Other Important Numbers**

School Resource Officer: 845-620-2011

Athletics: 845- 624-3970 (x5316)

Aquatics: 845- 624-3973 (x5565)

Transportation: 845-638-6380

Campus Office: 845-624-3970

**Notice to Parents/ Guardians:**

In order to preserve the integrity of the learning environment, and to support our no cell phone policy, **we ask that parents/ guardians refrain from calling or texting their children during the school day.** If parents need to contact their child during the school day, we ask that you please contact your child's respective school attendance secretary who will make contact with your child.



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### *Expectations for Student Conduct*

<b>BE RESPECTFUL TO OTHERS</b>
ALL students are expected to treat ALL staff members, bus drivers, others students, and visitors of the school with respect and kindness at all times.
Students are expected to use appropriate language.
Profanity and racial slurs will not be tolerated.
When asked by a staff member to stop and talk, students are expected to do so.

<b>STUDENT DRESS</b>
ALL students are expected to come to school dressed in an appropriate manner.
Clothing that is disruptive to the educational process, lewd or offensive may not be worn.
Clothing that shows alcoholic beverages, drugs, profanity, weapons or suggestive messages may not be worn.
Hats, hoods and bandanas may not be worn.
Jackets and coats may not be worn and must be kept in lockers.

## MAINTAINING A SAFE SCHOOL ENVIRONMENT

ALL students are responsible for doing their part to ensure that Felix Festa Middle School is a safe place for all students and staff members.

Students are not permitted to bring any objects that can be considered a weapon (i.e. a pocket knife, chain, lighter, razor blade, laser pen, aerosol sprays, etc.) to school.

Students are prohibited from possessing drug, alcohol, and/or vaping/electronic cigarettes on school grounds.

Students are prohibited from using drugs, consuming alcohol, and/or vaping/ smoking from electronic cigarettes on school grounds.

Arriving to school under the influence of any such substance is not permitted.

Students are expected to respect school property and the property of others.

Students are expected to respect everyone's personal space by avoiding physical contact with others.

Pushing, shoving, hitting, tripping, running, etc. create an unsafe situation and are not permitted.

Public displays of affection (kissing, hugging, hand holding, etc.) are not permitted.

Students are prohibited from buying or selling ANY items on school grounds.

**NOTE:** In order to maintain a safe environment for all of our students and staff a locker, bag or student search may be necessary. A student may be searched by a school official if the official has "reasonable suspicion" to believe that a search of that student will result in evidence that the student violated the law or a school rule.

## HALLWAY TRANSITIONS

ALL students are expected to transition quickly, quietly and safely between classes by using the most direct route.

Students are expected to arrive to all classes on time and prepared for class.

Students are expected to keep to the right while transitioning in all hallways to allow for others to pass them in a safe and orderly manner.

Running in the hallway creates an unsafe situation for others and is not permitted at any time.

No food or drink are permitted in the hallways- all water bottles must be put away and are not to be consumed while transitioning between classes.



## **Cafeteria Rules and Expectations**

### **CAFETERIA RULES and EXPECTATION**

ALL students are responsible for doing their part to ensure that lunch periods are safe and orderly.

ALL students are responsible for listening to following all directions from staff members.

Upon entering the cafeteria at the start of their assigned lunch period, students are expected to sit and remain at the table they have been assigned.

Students may only change tables by requesting and receiving approval from the staff members in their assigned cafeteria. If a student changes gets permission and changes cafeterias, they must go to their guidance counselor and get a schedule change.

Students must sign out with School Security to leave the cafeteria for any reason.

Due to safety concerns, students are not permitted to distribute food to other students.

Vending machines will be closed fifteen minutes before the end of each lunch period.



If a student loses money in a vending machine, they should give their name to the food service supervisor.
At any point during a lunch period when a signal is given by a staff member (i.e. the whistle is blown), students are expected to immediately stop talking, be silent and make eye contact with the speaker.
Before leaving for recess or dismissal, students are responsible for cleaning the top and underneath their assigned table.
Students may NOT leave the cafeteria until they are dismissed by a staff member.
Students must put away ALL food and drinks before leaving the cafeteria.
When dismissed, students are expected to push in their chair, take all belongings with them, and move quickly to their next class.



**Expectations for Student Use of Electronic Devices**

EXPECTATIONS FOR INTERNET/ COMPUTER USE
ALL students are expected to follow all guidelines for computer and internet use at all times.
Students are expected to abide by Clarkstown Central School District's Internet contract at all times.
Misuse of computers and/ or the internet on or off campus is not permitted.
Student communication through use of District email accounts and connected applications must be respectful and appropriate at all times.

NOTE: All CCSD student accounts are monitored for misuse and inappropriate, dangerous or explicit content.

### **CELL PHONES and ELECTRONIC DEVICES**

ALL students are expected to power off and securely put away cell phones and other electronic devices from the start of the school day until the end of the school day.

Students may NOT bring Bluetooth speakers, electronic gaming systems, iPods, laser pointers, or other entertainment devices to school.

Students may bring a personal laptop or tablet to school for classroom use but may only be used with teacher approval.

Cell phones must not be on or visible during the educational day.

Photos and videos are not allowed to be taken on school grounds or on the school buses.

Students are responsible for locking their cell phone/ electronic devices/ valuables up in regular lockers/ PE lockers to avoid them being lost or stolen.

Felix Festa Middle School is NOT responsible for the loss of student cell phones or other electronic devices.

*NOTE: Incidents involving social media that extend beyond the school day will be immediately brought to the SRO's attention.*

## **Building Safety**

### **EMERGENCY DRILLS**

As required by law, building administrators will conduct building-wide safety drills throughout the school year to ensure all students and staff members are prepared to respond appropriately in the unlikely event of an emergency situation.

Students are expected to listen to and follow all directions provided to them by a staff member to during an emergency drill or situation.

During any emergency drill (“fire drill”/ building evacuation, lockdown drill, etc.) students are not permitted to use their cell phones.

### **EVACUATION DRILLS**

Evacuation drills (formerly known as “fire” drills) occur throughout the school year, at a variety of times during the school day.

During an evacuation drill, students are expected to follow the directions of teachers and staff members to exit the building safely, quietly and calmly.

Once outside, students are expected to stay with their teacher and classmates and remain calm and quiet until directed to re-enter the building.

### **LOCKDOWN DRILLS**

Lockdown drills occur throughout the school year, at a variety of times during the school day.

During a lockdown drill, students are expected to go immediately into the nearest available room once the drill has been announced and remain there until it is communicated by building administrators that they are able to resume their day.

Students are expected to remain silent for the duration of a lockdown drill and follow all directions communicated to them by the staff member located inside of their lockdown location.

### **SCHOOL RESOURCE OFFICER (SRO)**

<p>The SRO serves as a confidential law-related advisor, a source of counseling and a link to outside support services.</p>
<p>At FFMS, we expect to have one or more SRO's on campus daily to help ensure our school community remains a safe place for all students and staff members.</p>
<p>The SRO becomes involved in school-based incidents and acts as a liaison between the local school district and the Clarkstown Police Department while investigating violations of the law that disrupt the orderly flow of the educational process.</p>
<p>Students may approach the SRO individually; a matter may be referred to the SRO by a building administrator.</p>
<p>Parents may request the SRO's assistance; persons outside the school may request the SRO's assistance with a school-related matter, or the Police Department may have the SRO follow up.</p>
<p>Any incident involving social media that extends beyond the school day will be immediately brought to the SRO's attention.</p>



**Guidelines for a Bully-Free School**

## TYPES OF BULLYING

**Verbal Bullying:** Saying mean, hurtful or belittling comments to another person to harm or gain control of them.

**Social Bullying:** Isolating or excluding someone from a group; includes spreading rumors about others.

**Cyber Bullying:** Use of the internet or electronic device to harass, threaten, embarrass or threaten another person.

**Physical Bullying:** Pushing, hitting, kicking, etc. of another person to harm or gain control of them.

## HOW TO STOP BULLYING

In the event that you see bullying take place, you have a few options on how to stop it from continuing- students should do one or more of the following options if they feel comfortable doing so;

- Tell a student to stop what they are doing
- Help the “victim” of bullying by removing them from a negative situation
- Walk away and get help
- Do not participate in gossip or rumor spreading
- Don’t let someone be left out or ignored socially
- Do not use the internet to talk negatively about other people or make hurtful comments
- Block people on social media that are rude and inappropriate
- Never start a physical fight or confrontation with a bully
- Tell an adult at school (teacher, counselor, nurse, security, administrator) AND an adult at home.

## SEXUAL HARASSMENT

Harassment, especially sexual harassment, can be blatant or subtle. It can come about due to conscious intent, or as a result of ingrained patterns of behavior.

The type of harassment that people most often have trouble recognizing is sexual harassment. It makes no difference if the harassment is intentional, joking, or teasing. Jokes can be just as offensive as any other type of harassment.

The following activities, being examples of possible sexual harassment or the condoning of same, are expressly forbidden. Analogous activities that are based upon all other unlawful kinds of harassment also violate this policy.

- Threatening retribution or withholding benefits for failure to grant sexual favors, whether implicitly or explicitly.
- Promising or granting benefits in return for sexual favors, whether implicitly or explicitly.
- Any unwanted physical contact. The person being touched is the judge of what contact is unwanted.
- Unwanted sexual advances.
- Unwanted comments concerning a person's sexual habits, sexual preferences, or sexual desirability, whether direct or indirect.
- Offensive talk or gestures about sex or sexuality.
- The use of demeaning or offensive words when referring to people of a particular sex.
- The display of pornographic or other highly offensive material.
- Ridiculing a person for engaging in an activity not traditional for that person's sex.
- Impeding a student's progress in a class by questioning his or her ability to do the work because of the student's sex.
- Needlessly calling attention to a student's sex, especially when in a class in which most students are of the other sex.
- Limiting or denying access to educational tools, because of a student's sex.
- Any other activity that creates an unpleasant or offensive working or learning environment or that interfered with work performance, because of a person's sex.

### **NON-DISCRIMINATION POLICY**

Clarkstown Central School District does not discriminate on the basis of race, color, national origin, sex, gender orientation, disability or age in employment or its educational programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1973; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act of 1990; or the Age Discrimination Act of 1975, which prohibit discrimination on the bases of race, color, national origin, sex, disability and age, respectively.



## **Behavioral Consequences**

At their discretion, building administrators may invoke one or all of the following consequences when students fail to meet the expectations provided to them. Examples of consequences include, **but are not limited to:**

- Teacher-student conference
- Verbal/written warning
- Verbal/ written reprimand
- Parent contact
- Assignment of written reflection
- Assignment of counseling
- Assignment of lunch detention
- Assignment of after-school detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Suspension from attending school functions
- Suspension or removal from athletic participation
- Suspension or removal from school-based activity (club, performance, etc.)
- Notification of the School Resource Officer (SRO)
- Suspension from transportation
- Recommendation for alternative placement

**NOTE:** In order to maintain the safety and wellbeing of all students and faculty members, the Administration of Felix V. Festa Middle School reserves the right to add to or modify any expectation provided in this handbook, at any time, without advance notice.

District policies can be reviewed on the website – [www.ccsd.edu](http://www.ccsd.edu)





## *Student Health and Wellness*

### WELLNESS POLICY

The goal is to create a total school environment that is conducive to healthy eating and to remaining physically active. We adhere to the CCSD “Physical Activities and Nutrition” Policy.

Our school provides nutrition education, recess, and physical education to foster lifelong habits of healthy eating and physical activity.

### HEALTH SERVICES

Registered professional nurses are on duty in the in the B-wing nurses’ suite and the E-wing nurse’s office everyday school is in session.

In case of illness or injury, a parent or guardian will be notified, if deemed necessary by a school nurse.

Students that do not feel well must ask for a pass from their classroom teacher prior to visiting a nurse’s office.

### POLICY REGARDING USE OF CRUTCHES IN SCHOOL

If a student is required to use crutches in school, **parents must accompany their child in to the building the first day they return to school and report to the nurse’s office.**

Parents must bring a doctor’s note regarding the use of crutches in school and will be asked to read and sign a mandatory form. The student **MUST** have been instructed in the proper use of crutches by a professional.

No student can use crutches in school unless the proper documentation is in place.

### **PHYSICAL EXAMINATIONS**

In accordance with New York State law, all 7th graders and students new to the district must be examined by a physician and the report submitted to the nurse's office before October 1st of the current school year.

If this is not done, the school will assume that parents want the child to be examined by the school physician.

In this case, the nurse will make an appointment for students to be examined in the health office by a licensed provider.

There is no charge for this in-school exam.

### **MEDICATION IN SCHOOL**

Medication can only be taken in school under the following conditions:

- The student must bring a note from the doctor and the parent/guardian requesting that the student be allowed to take medication during school hours.
- The note and the medication should be brought to the nurse by a parent/guardian.
- The nurse will give the student a pass to come to the health office to take the medication.
- Medication will be administered by the school nurse.
- At no time may students bring any pills to school without following the above procedures.
- Asthmatic students using nebulizer pumps must follow the above procedures.

Asthma inhalers and epinephrine for allergies may be carried by the student ONLY if proper documentation is submitted to the nurse who will instruct the child about the “self-carrying” protocol.



## *Academics*

### **BE PREPARED and ALWAYS GIVE YOUR BEST EFFORT**

ALL students are expected to always be prepared for class and to always give their best effort in all classes.

Students are expected to come to school ready to learn and conduct themselves in an appropriate manner on school grounds and on the school bus.

Students are expected to be responsible for the completion of all schoolwork to meet the standards of our school.

No food or drink is permitted in the classroom, with the exception of water.

### **PLAGIARISM**

Students are expected to do their own work at all times; students may not copy the work of another student and pass it off as their own.

Students also may not do work for another student or allow another student to copy their work.

Students in violation to the expectations provided above are subject to receiving a zero for the assignment in question and additional disciplinary actions by their teacher and/ or building administrator.

### **GRADING SYSTEM**

A numerical grading system is used by teachers.

Quarterly cumulative average of **93 - 100** qualifies a student for High Honor Roll and a **90 - 92** for Honor Roll.

An Academic Excellence Award is given to students for maintaining a minimum cumulative **93** average over the first three marking periods.

Grades for all classes are used in this calculation with the exception of physical education and academic support classes.

### **FULL YEAR COURSE GRADING FORMULA**

For full year courses, a student's final average for the school year will be calculated using the following formula:

Quarter 1= 22% of final grade

Quarter 2= 22% of final grade

Quarter 3= 22% of final grade

Quarter 4= 22% of final grade

Final Exam= 12% of final grade

### **PROGRESS REPORTS/REPORT CARDS**

Progress reports are issued at the discretion of the teacher at the middle point of each quarter.

Report cards are issued quarterly.

Both can ONLY be accessed through the parent portal.

### **HIGH SCHOOL COURSES & CREDIT ACCUMULATION**

Integrated Algebra Honors, Earth Science Honors, Global Studies 9H, English 9H, World Languages, and Studio Art are high school courses.

The grade appears on the student's *high school* transcript and the student earns **1** high school credit upon successful completion of the course.



## **Academic Resources for Students**

### **EXTRA HELP**

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions.

All teachers are available for two extra help sessions each week. You can check with individual teachers to see when their extra help sessions are scheduled.

A teacher will sometimes request that a student come before or stay after school if it is apparent that the student is having difficulty with his/her schoolwork; this is not to be thought of as a punishment, but rather as the desire of the teacher to help improve student confidence and performance.

Students may be recommended to receive an Academic Intervention Service (AIS) based on multiple measures of student performance.

Extra Help sessions are held either before or after school at the following times:

Before School: 8:15 am – 8:50 am

After School (Monday, Wednesday and/or Thursday only): 3:40 pm – 4:10 pm

Always check with your teacher to confirm their extra help schedule BEFORE attending an extra help session.

## **LIBRARY**

The FFMS library, located in the E-wing, is open daily before, during and after school for student use.

Our library contains computer access, reference books, non-fiction, and audiovisual material for students who are doing research or homework, in addition to paperback books and magazines that are available for pleasure reading.

Misuse of library materials or inappropriate conduct demonstrated by students inside of the library may result in the library privileges of that student being suspended or revoked.

## **MORNING PROGRAMS**

A variety of morning programs are available to students before school hours.

Attendance in morning programs require students to remain in a supervised program until 8:50 am

### TIPS FOR ACADEMIC SUCCESS

The following tips are to assist students in being successful. *Students should...*

Be **PREPARED**

- Take home any materials and information needed to complete your assignments.
- Use this Agenda Book daily to record all homework assignments and upcoming dates for tests, quizzes and project deadlines.

Be **RESPONSIBLE**

- Return all work completed to the teacher by the date required. • Make up work missed during absence.

Be **ORGANIZED**

- Set aside a specific time in which to do assignments.
- Choose a quiet, private place free from excessive noise, interruptions and other distractions. • Your study area should be well lighted and well equipped with pens, paper, etc.

Be **THOROUGH**

- Carefully check your assignments BEFORE turning them in.

Ask **QUESTIONS**

- Ask your teacher any questions you have about your homework, upcoming exam, or other academic items at the appropriate time.



## *Student Arrival and Dismissal Procedures*

### **STUDENT ARRIVAL PROCEDURES**

Students may enter the building in “A,” “C,” or “D” wing starting at 8:15 am daily.

Any student arriving to school between 7:30 am- 8:15 am are required to enter the building via the parent pick up road and go to Cafeteria B-108.

Students may not be in the building prior to 7:30 am.

### **STUDENT LATENESS**

Students that arrive at school after first period begins, must sign in at the attendance office and hand in a note explaining the reason you are tardy.

### **STUDENT ABSENCES**

Students must bring a written note to the attendance office at the start of the school day when you return from an absence.

Any student returning after a hospitalization or injury requiring a cast, crutches, splint etc., must bring a doctor’s note to the nurse’s office.

In the event of an illness that is extended for three or more days, a parent/guardian may call the student’s appropriate attendance office to obtain homework.



After making arrangements to do so, parent/guardians may pick up such homework assignments at the end of school on the third day.

Students should contact their classmates for assignments for absences lasting less than three consecutive days.

### STUDENT DISMISSAL PROCEDURES

Student's with a planned early dismissal are required to bring a signed note to the school attendance office **at the start of the school day**; students will be called to the office to be picked up at the time indicated on their note.

Early dismissal notes from parents/ guardians should include the following information:

- Date of note
- Student's name
- Parent/ guardian's name and contact number
- Time student will be picked up

In the event that a student is walking home after school, they are expected to bring a signed note stating that to the school attendance office **at the start of the school day**; students are to pick up this note at the conclusion of the final bell from their wing's attendance office.

Notes allowing students to walk home from school from parents/ guardians should include the following information:

- Date of note
- Student's name
- Parent/ guardian's name and contact number
- Clear statement allowing student to walk home

At the conclusion of all school days, students may NOT “hang out” inside or on the grounds of the school campus; students that remain on campus after school must be a part of a school sponsored activity under the supervision of a staff member.

### LOST AND FOUND

A Lost and Found is located in each school (A,C,D) of the campus, each cafeteria, each locker room, the library and the pool.

## *Transportation*

### SCHOOL BUS EXPECTATIONS

Students are expected to engage in appropriate conduct at all times on the school bus to ensure the safe travel of all school bus passengers.

Students may only ride the bus to which they are assigned.

In the event that a student is to ride a different school bus home after school, they are expected to bring a signed note stating that to the school attendance office **at the start of the school day**; students are to pick up this note at the conclusion of the final bell from their wing’s attendance office and give it to the bus driver upon boarding their bus.

Notes allowing students to ride a different school bus home from school from parents/ guardians should include the following information:

- Date of note
- Student’s name
- Parent/ guardian’s name and contact number
- Clear statement allowing student to ride another bus home, including the bus number, and if applicable, the student they are riding the bus home with

Students are expected to listen to and follow the bus driver's instructions at all times.

Students are expected to be respectful and appropriate to the bus driver and all other school bus passengers at all times.

Students are expected to remain seated at all times while the bus is moving.

Students are not to place anything out of the bus window, at any time.

Students may not make excessive noise on the school bus (talking, yelling, playing music, etc.).

Students may only listen to music through individual headphones- students may not use portable/ Bluetooth speakers on a school bus at any time.

Students may be assigned a seat on the bus: if a student is given an assigned seat on the school bus they are to sit in that seat without any exception.

It is the responsibility of the student to arrive to their bus prior to its afternoon departure.

### **LATE BUS**

The late bus leaves the main entrance in B-Wing at 4:20 p.m. on Mondays, Wednesdays and Thursdays.



## *Athletics and Extracurricular Activities*

ATHLETICS
A large variety of athletics programs are available to students at FFMS.

Students must remain in good standing academically and behaviorally in order to maintain continuous participation on a FFMS athletic team.

Each season every student- athlete must obtain medical clearance. This can be done by filling out an Athletic Emergency Card and returning it to the nurse's office.

In addition, a physical examination must be taken in order to participate. The physical can be administered by the school doctor or through an outside physician.

Students in 7th and 8th grade are eligible to participate in after school interscholastic athletics.

Students in 6th, 7th and 8th grades are eligible to participate in after school intramural athletics.

Information sessions will be hosted for each athletic season at FFMS for all interested students throughout the school year.

Any questions concerning FFMS athletics should be directed to Mr. Butler at [mbutler@ccsd.edu](mailto:mbutler@ccsd.edu)

### EXTRACURRICULAR ACTIVITIES

A large variety of extracurricular programs are available to students at FFMS.

Students must remain in good standing academically and behaviorally in order to maintain continuous participation in a FFMS extracurricular program.

Information on specific extracurricular programs will be communicated to students at FFMS throughout the school year.



## *Student Lockers*

All students are assigned an individual hallway locker at the start of the school year for the duration of the school year.

Students are responsible for their assigned locker and are NOT allowed to share their locker or locker combination with another student.

The school is NOT responsible for items lost or stolen from a student's locker; as a reminder, always be sure that your locker is closed securely.

If your locker is not working, please report it to your wing's main office.

Lockers are the property of the school and are loaned to the student for storage of books and clothing.

In the event of a suspected or reported threat to the safety and wellbeing of other students and/or staff members, a student's locker may be searched without warning by a building administrator.



Field Trip To Middle School



## How To Open A Locker

Follow these directions to make opening  
your locker easy!



1. Spin the dial to the right several times to clear the lock. Once you have done this several spin once more to the right and stop on your first number.

2. Turn the dial to the left 2 times to your next number.



3. Turn right to the 3<sup>rd</sup> number. Don't spin too fast. This is usually a short turn.

4. Then pull down on the lock (or push up the knob on the locker).

**HELPFUL HINT:** When proceeding to the final number in your combination, slowly go beyond your number while pulling up the locker latch at same time.

## *School Year Calendar*

<b>Month</b>	<b>Date</b>	<b>Event</b>
August	30	Superintendent's Conference Day
September	3	School Closed – Labor Day
	4	Superintendent's Conference Day
	5	School Opens – First Day
	10-11	School Closed – Rosh Hashanah
	19	School Closed – Yom Kippur
October	8	School Closed – Columbus Day
	24	Early Release Day
November	6	Superintendent's Conference Day
	12	School Closed – Veterans Day
	22-23	School Closed – Thanksgiving Day
December	24-31	School Closed – Christmas Recess
January	1	School Closed
	2	School Opens
	16	Early Release Day
	21	School Closed – Martin Luther King
February	4	Superintendent's Conference Day
	18-22	School Closed – Winter Recess
March	22	Superintendent's Conference Day
April	19, 22-26	School Closed – Spring Recess
May	24, 27	School Closed – Memorial Day
June	26	Last Day of School



## *Bell Schedules*

<b>REGULAR BELL SCHEDULE</b>	
Period 1/Announcements	8:58-9:48 (50)
Period 2	9:52-10:37 (45)
Period 3	10:41-11:26 (45)
Period 4	11:30-12:15 (45)
Period 5	12:19-1:04 (45)
Period 6	1:08-1:53 (45)
Period 7	1:57-2:42 (45)
Period 8/Announcements	2:46-3:33 (47)

<b>HOMEROOM BELL SCHEDULE</b>	
H.R./Announcements	8:58-9:30 (32)
Period 1	9:34-10:15 (41)
Period 2	10:19-11:00 (41)
Period 3	11:04-11:45 (41)

Period 4	11:49-12:30 (41)
Period 5	12:34-1:15 (41)
Period 6	1:19-2:00 (41)
Period 7	2:04-2:45 (41)
Period 8/Announcements	2:49-3:33 (44)

<b>ONE-HOUR DELAY SCHEDULE</b>	
Opening Bell	9:50
Warning Bell	9:56
HR/Period 1	9:58-10:42
Period 2	10:46-11:25
Period 4	11:29-12:04
Period 5	12:08-12:43
Period 6	12:47-1:22
Period 3	1:26-2:05
Period 7	2:09-2:48
Period 8	2:52-3:33

<b>TWO-HOUR DELAY SCHEDULE</b>	
Opening Bell	10:50
Warning Bell	10:56
HR/Period 1	10:58 - 11:30
Period 2	11:34 - 12:01
Period 4	12:05 - 12:40
Period 5	12:44 - 1:19
Period 6	1:23 - 1:58
Period 3	2:02 - 2:29
Period 7	2:33 - 3:00
Period 8	3:04 - 3:33

**CYCLE DAY CALENDAR**

<b>WEEK OF</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
09/02/18	03 XXXXX	04 XXXXX	05 DAY 1	06 DAY 2	07 DAY 3
09/09/18	10 XXXXX	11 XXXXX	12 DAY 4	13 DAY 5	14 DAY 6
09/16/17	17 DAY 1	18 DAY 2	19 XXXXX	20 DAY 3	21 DAY 4
09/23/17	24 DAY 5	25 DAY 6	26 DAY 1	27 DAY 2	28 DAY 3
09/30/18	01 DAY 4	02 DAY 5	03 DAY 6	04 DAY 1	05 DAY 2
10/07/18	08 XXXXX	09 DAY 3	10 DAY 4	11 DAY 5	12 DAY 6
10/14/18	15 DAY 1	16 DAY 2	17 DAY 3	18 DAY 4	19 DAY 5
10/21/18	22 DAY 6	23 DAY 1	24 DAY 2	25 DAY 3	26 DAY 4
10/28/18	29 DAY 5	30 DAY 6	31 DAY 1	01 DAY 2	02 DAY 3
11/04/18	05 DAY 4	06 XXXXX	07 DAY 5	08 DAY 6	09 DAY 1
11/11/18	12 XXXXX	13 DAY 2	14 DAY 3	15 DAY 4	16 DAY 5
11/18/18	19 DAY 6	20 DAY 1	21 DAY 2	22 XXXXX	23 XXXXX
11/25/18	26 DAY 3	27 DAY 4	28 DAY 5	29 DAY 6	30 DAY 1

12/02/18	03 DAY 2	04 DAY 3	05 DAY 4	06 DAY 5	07 DAY 6
12/09/18	10 DAY 1	11 DAY 2	12 DAY 3	13 DAY 4	14 DAY 5
12/16/18	17 DAY 6	18 DAY 1	19 DAY 2	20 DAY 3	21 DAY 4
12/23/18	24 XXXXX	25 XXXXX	26 XXXXX	27 XXXXX	28 XXXXX
12/30/18	31 XXXXX	01 XXXXX	02 DAY 5	03 DAY 6	04 DAY 1
01/06/19	07 DAY 2	08 DAY 3	09 DAY 4	10 DAY 5	11 DAY 6
01/13/19	14 DAY 1	15 DAY 2	16 DAY 3	17 DAY 4	18 DAY 5
01/20/19	21 XXXXX	22 DAY 6	23 DAY 1	24 DAY 2	25 DAY 3
01/27/19	28 DAY 4	29 DAY 5	30 DAY 6	31 DAY 1	01 DAY 2
02/03/19	04 XXXXX	05 DAY 3	06 DAY 4	07 DAY 5	08 DAY 6
02/10/19	11 DAY 1	12 DAY 2	13 DAY 3	14 DAY 4	15 DAY 5
02/17/19	18 XXXXX	19 XXXXX	20 XXXXX	21 XXXXX	22 XXXXX
02/24/19	25 DAY 6	26 DAY 1	27 DAY 2	28 DAY 3	01 DAY 4
03/03/19	04 DAY 5	05 DAY 6	06 DAY 1	07 DAY 2	08 DAY 3
03/10/19	11 DAY 4	12 DAY 5	13 DAY 6	14 DAY 1	15 DAY 2
03/17/19	18 DAY 3	19 DAY 4	20 DAY 5	21 DAY 6	22 XXXXX
03/24/19	25 DAY 1	26 DAY 2	27 DAY 3	28 DAY 4	29 DAY 5
03/31/19	01 DAY 6	02 DAY 1	03 DAY 2	04 DAY 3	05 DAY 4
04/07/19	08 DAY 5	09 DAY 6	10 DAY 1	11 DAY 2	12 DAY 3
04/14/19	15 DAY 4	16 DAY 5	17 DAY 6	18 DAY 1	19 XXXXX
04/21/19	22 XXXXX	23 XXXXX	24 XXXXX	25 XXXXX	26 XXXXX
04/28/19	29 DAY 2	30 DAY 3	01 DAY 4	02 DAY 5	03 DAY 6
05/05/19	06 DAY 1	07 DAY 2	08 DAY 3	09 DAY 4	10 DAY 5
05/12/19	13 DAY 6	14 DAY 1	15 DAY 2	16 DAY 3	17 DAY 4
05/19/19	20 DAY 5	21 DAY 6	22 DAY 1	23 DAY 2	24 DAY 3
05/26/19	27 XXXXX	28 DAY 3	29 DAY 4	30 DAY 5	31 DAY 6
06/02/19	03 DAY 1	04 DAY 2	05 DAY 3	06 DAY 4	07 DAY 5
06/09/19	10 DAY 6	11 DAY 1	12 DAY 2	13 DAY 3	14 DAY 4
06/16/19	17 DAY 5	18 REGENTS	19 REGENTS	20 REGENTS	21 REGENTS
06/23/19	24 REGENTS	25 REGENTS	26 RATING DAY		