

Welcome to Falcon Bluffs Middle School!

We hope this comprehensive guide will help answer any questions you may have pertaining to FBMS policies and procedures. The following information is designed for both new and returning students. We look forward to partnering together to prepare students for a successful future.

ACADEMIC DISHONESTY

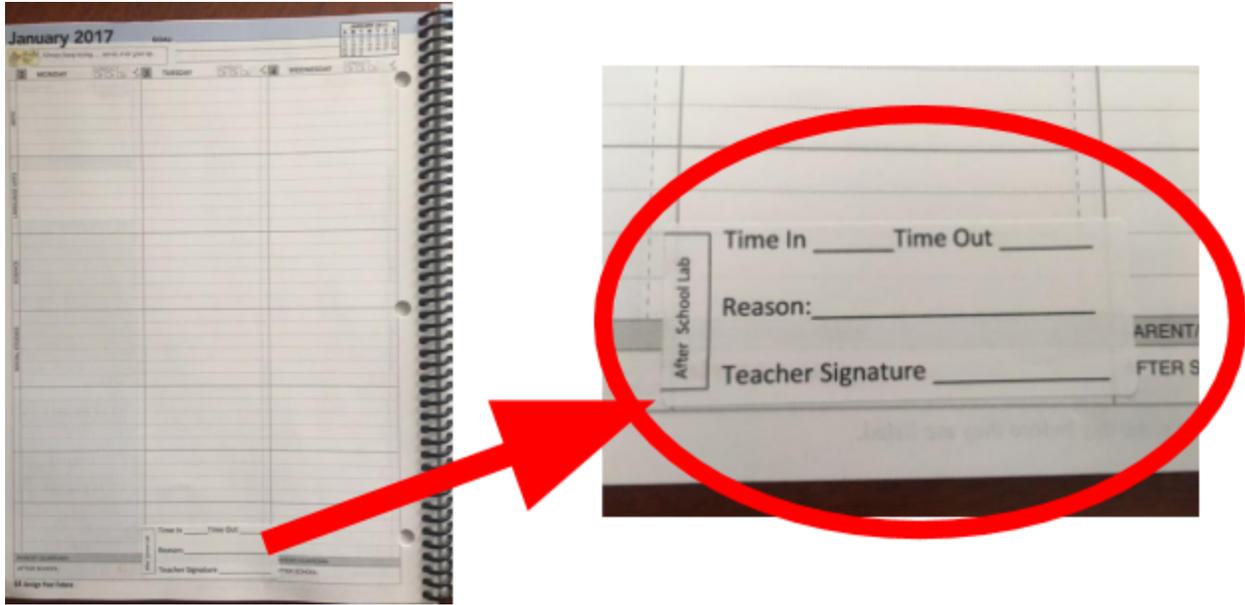
Academic dishonesty or cheating includes taking credit for the words or ideas of someone else. For example:

- Copying someone else's work
- Looking at notes or using a calculator on a test (Unless teacher explicitly allows)
- Writing a report for someone else or turning in a report written by someone else
- Giving answers through signals or in writing
- Using technology to exchange answers
- Completing homework for someone else
- Plagiarizing from books or the Internet

These violations may result in a phone call home to parents, non-negotiable zero, detention, and/or suspension.

AFTER SCHOOL LABS:

Every Tuesday and Thursday students are welcome to stay after school from 3:00-3:40pm to receive additional support from teachers. Typical support items include assessments, missing work, enrichment learning, absent work, homework help, and Re-do's (pre approved items only). Additional late bussing is provided for students who regularly use bus services. **New: All students who stay after school will complete the "After School Lab" documentation sticker that teachers will stick into planners near the bottom of the page under the specific date. (See image below). Students will notate time in, time out, reason for staying, and then get a teacher signature. Parents are encouraged to review the documentation in students planners.** Our after school labs have proven to be extremely beneficial for students and FBMS is happy to offer this support each year.



ATTENDANCE / ABSENCES / MAKE-UP WORK:

According to Jeffco Board policy, “The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose.” Please review Board policies for more information.

- 1) Parents must call the attendance line the day of absence for the student to be excused at (303) 982-9902. Only phone calls from a parent can excuse an absence.
- 2) Students who need to leave during the day for an appointment must obtain a pass from the attendance office to be released from class. The office must be notified prior to the appointment, either by a parent note sent with the student, or a phone call to the office. Parents must sign their student out at the attendance office.
- 3) Students will be released to parents or guardians only. Exceptions will be made for emergency situations with parent approval and appropriate ID.
- 4) Tardies: According to Jeffco Board policy, “Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences shall be imposed for excessive tardiness.” If your student will be late to school, please do one of three options:
 - (a) Send a note with your student before he/she arrives to school.

(b) Call the attendance office to excuse the tardy before 9:00 a.m.

(c) Come in and sign your child in at the attendance office.

5) Extended absences (two or more days) - A pre-arranged absence form should be filled out, signed by teachers, parent(s), counselor and the student. Pre-arranged absence forms should be submitted to the attendance office prior to the leave. Forms are available in the Main Office.

6. Make-Up Work- Students are allowed two school days for each day of excused absence to turn in make-up work. Students are responsible to check teachers Google calendars and web pages for assignments. They are also encouraged to plan ahead (when possible) and communicate with teachers on specifics. This may be accomplished before/after school and during Tuesday/Thursday labs. Parents may request and obtain missing homework by emailing the student's counselor.

Twenty-four-hour
turnaround time is required to fill requests.

BEHAVIOR AND DISCIPLINE

All students have access to the Jefferson County Schools Code of Conduct with a link located on falconbluffs.net. Students are expected to review these materials with their parents. It includes all Jeffco School policies related to student conduct and discipline. There are serious consequences for breaking rules, and these consequences are outlined in the Code of Conduct. Many behavior infractions carry mandatory consequences that will be enforced at FBMS. The administration will implement the requirements of the Code of Conduct consistently, fairly and in compliance with district mandates and policies. We emphasize the importance of appropriate student conduct at FBMS, so we can provide a safe, orderly, and respectful climate in which students can learn.

Students are expected to behave responsibly while at school and at school sponsored events (on or off school grounds). All school district discipline policies apply to behavior on or off school grounds during the school day, at school activities, and while riding school district transportation. This includes:

- Following rules and respecting the rights of others with no harassment/bullying.
- Avoiding the use, possession or distribution of drugs including drug paraphernalia, alcohol or tobacco
- Attending all classes and following FBMS attendance procedures
- Following the FBMS and district dress code
- Respecting the property of the school and others
- Following directives of school personnel
- Avoiding academic dishonesty
- Displaying pride in the school and community through your actions

- Behaving responsibly while in the community
- Avoiding the use/possession of weapons and reporting any dangerous behavior
- Avoiding the use of profanity
- Avoiding any other behaviors that would be considered a serious violation as determined by administration
- Reviewing and following the specific conduct guidelines as specified in the Jeffco Code of Conduct
- Refraining from selling anything at school that is not an administrative approved fundraiser

Consequences for the violation of school and/or district discipline policies may include community service, detention, suspension, expulsion, police involvement and/or any actions deemed appropriate by FBMS administration.

Grounds for suspension and/or expulsion are addressed in the Code of Conduct booklet under district policy JKDA/JKEA.

BICYCLES/ SKATEBOARDS/ SCOOTERS

Bicycles must be locked in the fenced yard behind the school. Students should bring their own locks to secure individual bikes. Absolutely no skateboard, scooter, or bike riding is allowed on school grounds. No motorized vehicles allowed. Falcon Bluffs is not responsible for the safety of personal items.

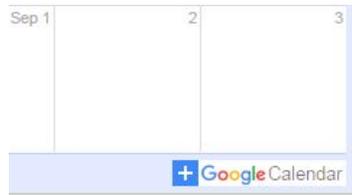
CALENDERS:

All teachers maintain a google calendar on their webpage. Calendars provide specific information as to what was completed in class and what is expected for homework. We encourage students and parents to merge all of their teachers calendars into one easily accessible calendar. Direction below.

Capturing a Teacher Calendar from the Falcon Bluffs Website

Parents: All teachers at Falcon Bluffs have a homework calendar loaded on their individual web pages. If you would like to add your students specific calendars to your own calendar, please follow the steps below.

1. Go to teacher website on FalconBluffs.net
2. Locate the homework calendar on the teacher's website
3. In the bottom-right hand corner, click on the + sign (see below)



4. When prompted a message will appear asking if you would like to add this calendar. Choose Yes

How to unsubscribe to a Calendar

1. Open [Google Calendar](#).
2. In the top right, click the Settings icon  > **Settings**.
3. At the top of the page, click the **Calendars** tab.
4. Find the calendar you no longer want access to, and click the **Unsubscribe** link on the right. Now you no longer have access to the calendar or its events.

CLUBS:

Every teacher at FBMS sponsors a club. We encourage all students to review the list here and plan ahead to join the fun throughout the year.

DRESS CODE:

The FBMS Dress Code Policy is meant to ensure a formal, safe and supportive learning environment so all students can be respectful to self and peers. The following list identifies, but is not limited to items deemed inappropriate to the learning environment:

- major holes in clothes in inappropriate areas
any see-through tops must be worn with an undershirt that meets dress code (including see-through leggings)
- clothing which glorifies drugs, alcohol, death and defiance of authority
- spaghetti straps
- low cut shirts
- shorts or skirts no less than finger-tip in length
- undergarments showing or skin around the waist should not be exposed at any time
- hats inside building
- hair color and body piercings must not be a distraction to the learning environment
- pajamas and slippers without rubber soles
- writing or drawing on body or clothing
- headphones must not be worn in the hallways at anytime

Final determination as to the appropriateness of attire is reserved for the administration.

ELECTRONICS:

All electronic device use must follow Jeffco internet policies/agreements. **Cell phones are prohibited in classrooms and must be kept in lockers** unless a teacher gives specific direction to bring them to class for educational purposes. Electronic devices, other than cell phones, may be used in class for educational purposes only. Students are allowed to have cell phones during lunch periods; however, they may not make phone calls or take pictures without consent. Students should contact a staff member to make phone calls when necessary.

Headphones/earbuds are prohibited in Falcon Bluffs unless a teacher gives specific direction to bring them to class for educational purposes. As always, if an electronic device is brought to school, it is the student's responsibility. Laptops may be locked up by teachers if requested by a student. Teachers and Falcon Bluffs are not responsible for the safety of personal items. Laser pointers are prohibited.

GRADING POLICY:

Final Grade Reporting Dates (Quarterly):

8/17/2017 – 10/12/2017	Reports posted on Family Portal week of 10/16/2017
10/13/2017 – 12/20/2017	Reports posted on Family Portal week of 12/23/2017
1/8/2018 – 3/9/2018	Reports posted on Family Portal week of 3/12/2018
3/12/2018 – 5/24/2018	Reports posted on Family Portal week of 5/28/2018

Falcon Bluffs implements a blended grading policy that includes standards based grades (Content Knowledge and Work Habits) with a traditional (A, B, C, D, F) reporting system. Why the blended policy? Much research has been done on the benefits of Standards Based Grading(SBG). We take the benefits of SBG and report out in a traditional A-F manner that aligns with high school and college. Our goal is to ensure grades accurately reflect knowledge levels.

Content Knowledge Grades are based on student demonstration of academic achievement:

- Determined by a body of academic evidence that supports the achievement of standards in a content area.
- Determined through the use of multiple assessments over time, as well as, the opportunity for a retake if necessary.
- Retake opportunities for demonstration of learning are an integral part of standards-based grading and reporting. Students have one week from the time grades are posted in Infinite Campus to contact the teacher and coordinate intentions to retake the assignment. Students have one opportunity to retake most Content Knowledge grades. (Teacher discretion- Some

teachers may have a formal retake contract for students to complete depending on the specific assignment). There are no retake opportunities for Work Habits grades.

- Reflect tasks completed, whether in or out of class, to demonstrate an understanding of content knowledge and skills (assessments, demonstrations, projects, presentations, research papers, etc.).
- Displayed in Campus under categories broken down by each content Standard
- Reflect the standards embedded in the course during that term and should be aligned accordingly with expected progress for the quarter.

Content Knowledge Grades for students with Individual Education Plans (IEP's) will be based upon the learning standards for the content area, with appropriate accommodations provided as determined by the IEP.

Please make note of the information below that explains what each letter grade represents. **Students who earn a B or higher have met grade level standards and are considered proficient.**

Description – Content Knowledge	Proficiency	Letter Grade	Points (%)
Student consistently exceeds grade level expectations/standards. Student is able to apply learned information and skills to new and unfamiliar situations with original insight beyond what is covered in the classroom.	Exceeded Expectations (Advanced)	A	90 - 100
Student consistently meets and occasionally exceeds grade level expectations/standards. Student is able to apply learned information and skills to grade appropriate complex ideas and processes in familiar situations.	Met Expectations (Proficient)	B	80 - 89
Student is not consistently meeting grade level standards/expectations. Student is able to occasionally apply learned information and skills to grade appropriate ideas and processes in familiar/modeled situations.	Approached Expectations (Progressing)	C	70 - 79
Student meets below grade level standards/expectations. The student uses foundational skills. The students is still working toward applying learned information and skills to grade appropriate ideas and processes in familiar/modeled situations.	Partially Met Expectations (Partially Proficient)	D	60 - 69
Student does not meet basic standards/expectations. Student is unable to apply learned information and skills to grade appropriate ideas and processes in familiar/modeled situations.	Did Not Yet Meet Expectations (Unsatisfactory)	F	0 - 59

Work Habits Grades are based on student demonstration of behaviors related to work completion, preparedness for learning, participation, and following classroom expectations. These behaviors contribute to academic success, as well as, the ability to be lifelong learners and positive contributors to society. Specifically, Work Habits Grades are:

- Funneled into two basic categories “In School Performance” and “Out of School Performance”. Each class will provide descriptions for specific grades in Infinite Campus.
- Determined based on tasks that are assigned for practice or preparation, including homework completion and homework quality.
- Determined by other factors such as class participation, work ethic, neatness, effort, attendance, punctuality of assignments, class behavior and attitude, student notebooks and journals. This data may be collected through observation and objective indicators.

Work Habits Grades for students with Individual Education Plans (IEP's) will be based upon the applicable rubrics, with appropriate accommodations provided as determined by the IEP. Please make note of the information below that explains what each letter grade represents. Students who earn a B or higher have met grade level expectations and are considered proficient. **Students who earn a B or higher have met grade level standards and are considered proficient.**

Description – Work Habits	Proficiency	Letter Grade	Points (%)
Student consistently exceeds grade level expectations/standards in class participation, being prepared, and work completion. Takes the initiative to self-start and is an active participant in his/her learning.	Exceeded Expectations (Advanced)	A	90 - 100
Student meets and occasionally exceeds grade level expectations/standards in class participation, being prepared, and work completion.	Met Expectations (Proficient)	B	80 - 89
Student is not consistently meeting grade level expectations/standards in class participation, being prepared, and work completion.	Approached Expectations (Progressing)	C	70 - 79
Student is still working toward proficiency in class participation, being prepared, and work completion.	Partially Met Expectations (Partially Proficient)	D	60 - 69
Student rarely participates in class, is not prepared, and work is rarely completed.	Did Not Yet Meet Expectations (Unsatisfactory)	F	0 - 59

Redo/ Retake:

As an integral component to Standards Based Grading, students will:

-Have one week from the time grades are posted in Infinite Campus to contact the teacher and coordinate intentions to retake the assignment.

- Have one opportunity to retake most Content Knowledge grades. *(Teacher discretion- Some teachers may have a formal retake contract for students to complete depending on the specific assignment (Time frame, Plan for relearning, Parent signature...)* **There are no retake opportunities for Work Habits grades.**

“Zero” Policy- SBG theories highlight the potential inaccuracies associated with zeros (0) in a traditional A-F reporting system. The theories question why it only takes 10% to move from a D to a C, C to a B, and a B to an A yet it takes 60% to move from an F to a D. In many cases a zero has a tremendous impact on the overall grade to the point of potentially skewing the grade to reflect lower than the students understanding of standards. Falcon Bluffs recognizes this obstacle and has implemented solutions:

-Content Knowledge- If something has been turned in, the lowest possible grade may be 50%. However, if the student has not turned in the assignment, it will be marked as “Missing” which calculates as a Zero. Missing assignments may be turned in according to the departments “Late Work Policy”.

-Work Habits- Zero may be used for Work Habits grades and signifies that student may not make up the assignment.

Checking Grades on the Mobile App:

Additionally we invite you to check grades regularly through the Infinite Campus App. Simply

download “Campus Portal” . When prompted for the district ID: GYZDYW and then log in with your Campus credentials to check grades/attendance at your convenience.

HOMEWORK:

All teachers have a calendar located on their web pages that will display homework. If you would like to merge specific calendars together, please follow information provided under “Calendars”

HONOR ROLL/ ACADEMIC CELEBRATIONS:

At the conclusion of quarters 1-3, students will be recognized for their academic accomplishments. Academic celebrations are organized by grade levels and will take place during the school day with peers. Awards are arranged into three categories:

- Principal Award: GPA 4.0 in Content Knowledge grades
- Honor Roll: GPA 3.6 - 3.9 in Content Knowledge grades
- Pride Awards: Students earning all A's and/or B's in both content knowledge and work habits

LATE WORK:

Please see specific department pages for clarification on late work.