

Welcome to Terrace Middle School • 2017-2018

As students, you will have numerous opportunities to learn and grow at Terrace Middle School. We encourage you to be serious about your academics and to take advantage of the many extra-curricular activities and programs that are specially designed for you during the school year.

Students are required to keep this handbook with them at all times and are encouraged to share this handbook with their parents/guardians, as well, since it contains much of the information that you will need regarding policies and procedures for the entire school year.

We are looking forward to a successful and exciting school year. Please make good academic and behavioral choices, and get involved in your school.

Sincerely,

The Terrace Middle School Faculty and Staff

Terrace Middle School Vision Statement

We are a diverse and experienced population of influential and insightful faculty and staff members. Our decisions are informed by the combined input of school faculty, staff, students, parents/guardians, and local stakeholders - all of whom strive to ensure the academic and social-emotional success of students in the pursuit of their college and career interests and desires.

- Our rigorous, standards-based programs build skills for lifelong learning, success, and creativity.
- We share attitudes that value respect and achievement.
- Our campus facilities and equipment will be safe, clean, and technologically current.

Terrace Middle School Mission

Every Student Succeeds

Terrace Middle School Motto

Live to Learn!

My SMART goals:

	Why this goal is important:	Steps I will take to reach my goal:	Reflection on my goal:
My Academic Goal:			
My Social/ Behavioral Goal:			
My Personal Goal:			
My Long-Term Goal:			

Measures of Academic Progress (MAP) Goals:

FALL	PREVIOUS RIT SCORE	CURRENT RIT SCORE/ PERCENTILE	RIT GROWTH	RIT TARGET FOR WINTER
Reading				
Language Usage				
Math				

My plan to reach this RIT score for WINTER is...
For Reading

For Language Usage

For Math

WINTER	FALL RIT SCORE	WINTER RIT SCORE/ PERCENTILE	RIT GROWTH	RIT TARGET FOR SPRING
Reading				
Language Usage				
Math				

My plan to reach this RIT score for SPRING is...
For Reading

For Language Usage

For Math

SPRING	WINTER RIT SCORE	SPRING RIT SCORE/ PERCENTILE	RIT GROWTH	RIT TARGET SCORE FOR NEXT SCHOOL YEAR
Reading				
Language Usage				
Math				

My plan to reach this RIT score for NEXT SCHOOL YEAR is...
For Reading

For Language Usage

For Math

COUNSELING INFORMATION

Your student is well-served by the Terrace Middle School Counseling program. Below are the ways our School Counselor impacts opportunities for our students to succeed. The counselor is available to support academic and social-emotional success, as well as college and career exploration.

School Guidance Curriculum

Classroom lessons on pertinent/prescribed topics
Group Activities
Parent/Guardian Workshops/Education Opportunities

Responsive Services

Consultation
Individual and Small-Group Counseling Opportunities
Crisis Counseling/Response
Referrals to outside agencies
Peer Facilitation

Individual Planning

Individual or Small Group
Student Success Team
504 Plan Coordinator
Graduation Requirement Monitoring

System Support

Professional Development
Consultation
Collaboration
Program Management

SCHEDULES

Regular Day Schedule: Tuesday-Friday

Grades 4-6: 8:15 am - 2:25 pm
Grades 7-8: 8:15 am - 3:15 pm

Collaboration Day Schedule: Mondays

All Grades: 8:15 am - 1:25 pm

Minimum Days: Tuesday-Friday (two weeks annually)

All Grades: 8:15 am - 12:45 pm

Parent/Guardian-Teacher Conferences: October 17-20, 2017

Last Week of School: May 22-25, 2018

BEHAVIOR EXPECTATIONS

The primary objective of the staff, faculty, and administration at Terrace Middle School is to provide the best educational program and learning environment possible for every student. Excellent behavior is expected of all Terrace Middle School students. There are three important rules at Terrace Middle School:

Be Safe, Be Respectful, Be Responsible. The following is a description of what the three rules look like:

Be Safe

- Keep hands, feet, and all objects to yourself /no roughhousing.
- Walk while on campus.
- Use a hall-pass/sign out when leaving the room.
- Skateboards, scooters and bikes may not be ridden on school grounds.

Be Respectful

- Behavior should not interfere with any student's right to learn or the teacher's right to teach.
- Use appropriate language: No put downs or swearing.
- Follow all classroom rules and procedures.
- No gum on campus.

Be Responsible

- Be prepared to begin working when the tardy bell rings with all materials.
- Keep the campus clean.
- Be an active participant in your education by attending all classes and completing all assignments.
- Cell phones must be turned off and in your backpack during class.

Schoolwide Rewards

1. Positive phone calls home
2. Viking Vouchers
3. Student of the Month recognition

Schoolwide Consequences

1. Verbal Warning/Conference with Student
2. Timeout in another room with Refocus Form
3. Detention with Parent Notification
4. Office Disciplinary Referral
5. Suspension

***Repeated/severe infractions result in accelerated consequences*

DISCIPLINE POLICY

In accordance with Education Code 35291.5, the following rules and procedures have been adopted by the Lakeport Unified School District Governing Board and are applicable and enforced at Terrace Middle School. Terrace Middle School faculty and staff believe that parents/guardians play an important role in the disciplinary process; therefore, parents/guardians will be notified early in the process and their support will be solicited. Parents/guardians and students are reminded that this Discipline Policy applies to ALL actions related to school activity or attendance that occur at any time, including, but not limited to: 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period whether on or off campus, 4) during, going to, or coming from a school-sponsored activity (i.e. athletic games, dances, etc.).

1. SCHOOL ACTIVITY OR CLASSROOM DISRUPTION OR OTHERWISE WILLFULLY DEFYING THE VALID AUTHORITY OF SUPERVISORS, TEACHERS, ADMINISTRATORS, OR OTHER SCHOOL PERSONNEL

1st offense - Teacher counsels student and/or assigns detention.

2nd offense - Teacher assigns detention and/or makes parent/guardian contact.

3rd offense - Teacher assigns additional detention and/or suspends student from class with parent/guardian contact.

4th offense - Incident considered Direct Defiance (see #16).

After the second offense, the parent/guardian may be required to attend school with their child per school board policy.

2. CLASSROOM/ACTIVITY DISRUPTION CAUSED BY A STUDENT'S CELLULAR PHONE OR ELECTRONIC SIGNALING DEVICE

All classroom policies will contain a statement warning students that cell phones will be turned off during class time.

1st offense - Device taken for remainder of day and held by administrator.

2nd offense - Device taken and held by an administrator until a parent/guardian can pick it up. At this time, parents/guardians sign a written notice of potential revocation of privilege.

3rd offense - Privilege of having a cell phone on campus during school hours revoked for remainder of year.

Additionally, incident considered first offense of Direct Defiance (#16).

3. UNACCEPTABLE CAMPUS CONDUCT WHICH NEGATIVELY IMPACTS THE ORDER, SAFETY OR CLEANLINESS OF THE LEARNING ENVIRONMENT

1st offense - Appropriate adult intervention at time of occurrence, possible detention and/or campus beautification.

2nd offense - One-hour detention assigned and/or campus beautification.

3rd offense - Two-hour detention assigned and/or campus beautification.

4th offense - Actions viewed as Direct Defiance (see #16).

4. OVERT DISPLAYS OF AFFECTION

1st offense - Appropriate adult intervention at time of occurrence.

2nd offense - Counseling conference.

3rd offense - Parent/guardian contact.

4th offense - Suspension from school for one day.

5th offense - Suspension from school for two days.

5. DRESS CODE VIOLATIONS

Students who are wearing attire that does not meet the dress code will be asked to change into PE clothes or other appropriate clothing provided by the office or brought from home.

1st offense - Appropriate adult intervention at time of occurrence.

2nd offense - Parent/guardian contact.

3rd offense - After-school detention.

4th offense - Incident considered Direct Defiance (see #16).

5th offense - Incident considered Direct Defiance (see #16).

6. TRUANCY

- 1st offense - Detention assigned at rate of 1 hour for every 10 minutes of tardiness. Parent/guardian contacted.
- 2nd offense - Detention assigned at same rate as above. Parent/guardian contacted.
- 3rd offense - Detention is assigned at double the initial rate. Parent/guardian.
- 4th offense - Detention is assigned at double the initial rate. Truancies in excess of 30 minutes or more warrant referral to the district's Truancy Officer and the SARB (School Attendance Review Board) process is initiated.
- 5th offense - For all-day truancies, a referral is made to the district's Truancy Officer and the SARB process continues.

7. TARDIES It is important to be on time for class. On time means being in your seat or spot when the bell rings. Each period a student is late to class, he/she will be marked tardy by the teacher.

8. LEAVING CAMPUS WITHOUT PERMISSION

- 1st offense - One-hour detention is assigned. Absences incurred are viewed as truancies.
- 2nd offense - Two-hours detention is assigned. Absences incurred are viewed as truancies.
- 3rd offense - One-day in-school suspension. Absences incurred are viewed as truancies.
- 4th offense - Suspended 1 day. Absences incurred are viewed as truancies.
- 5th offense - Suspended 3 days. Absences incurred are viewed as truancies with consideration of involuntary transfer to an alternative program.
- 6th offense - Suspended 5 days with involuntary transfer to an alternative program.

9. SEXUAL HARASSMENT

- 1st offense - Appropriate adult intervention, possible detention, possible one-day suspension, possible expulsion depending on severity of the incident.
- 2nd offense - Two-day suspension, possible expulsion.
- 3rd offense - Five-day suspension and recommendation for expulsion.

10. COMMITTING AN OBSCENE OR VULGAR ACT OR HABITUAL USE OF PROFANITY

- 1st offense - One-day suspension.
- 2nd offense - Two-day suspension.
- 3rd offense - Three-day suspension.
- 4th offense - Five-day suspension.
- 5th offense - Suspension and possible recommendation for expulsion.

**11. INTENTIONALLY CREATING AN INTIMIDATING OR HOSTILE EDUCATIONAL ENVIRONMENT
(This Includes ALL Forms of Bullying)**

- 1st offense - Appropriate adult intervention, possible detention, possible one-day suspension, possible expulsion.
- 2nd offense - Two-day suspension, possible expulsion.
- 3rd offense - Five-day suspension and recommendation for expulsion.

12. THREATENING TO CAUSE, ATTEMPTING TO CAUSE, CAUSING OR PARTICIPATING IN AN ACT OF HATE VIOLENCE

- 1st offense - Appropriate adult intervention, possible detention, possible one-day suspension, possible referral to Lakeport Police Department.
- 2nd offense - One-day suspension, possible referral to Lakeport Police Department.
- 3rd offense - Three-day suspension, possible referral to Lakeport Police Department.
- 4th offense - Suspended pending recommendation for expulsion or involuntary transfer to an alternative program.

13. THREATENING TO CAUSE OR ATTEMPTING TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON

- 1st offense - Appropriate adult intervention, possible detention, possible one-day suspension, possible referral to Lakeport Police Department.
- 2nd offense - One-day suspension, possible referral to Lakeport Police Department.
- 3rd offense - Three-day suspension, possible referral to Lakeport Police Department.
- 4th offense - Suspended pending recommendation for expulsion or involuntary transfer to an alternative program.

14. FIGHTING OR CAUSING PHYSICAL HARM OR INJURY TO ANOTHER PERSON

1st offense - One-day suspension, possible referral to Lakeport Police Department.

2nd-5th offense(s) may result in multiple days of suspension and/or change of placement.

*The principal or the superintendent **may recommend a pupil's expulsion** for causing serious physical injury to another person, except in self-defense.*

15. ASSAULT AND BATTERY

1st offense - Three to five-day suspension depending on the severity of the attack, possible referral to Lakeport Police Department, and possible suspension pending recommendation for expulsion or involuntary transfer to an alternative program.

2nd offense - Suspended pending recommendation for expulsion.

*The principal or the superintendent **shall recommend a pupil's expulsion** for causing serious physical injury to another person, except in self-defense or for committing or attempting to commit a sexual assault or committing sexual battery.*

16. DIRECT DEFIANCE OF SCHOOL AUTHORITIES

1st offense - One-day suspension.

2nd offense - Two-day suspension.

3rd offense - Three-day suspension (and parent/guardian may be required to attend school with their child).

4th offense - Five-day suspension.

5th offense - Suspended pending recommendation for expulsion or involuntary transfer to an alternative program.

17. THEFT OF SCHOOL OR PERSONAL PROPERTY OR ATTEMPTED THEFT OF SCHOOL OR PERSONAL PROPERTY

1st offense - Restitution for loss, three-hour detention or possible suspension, possible referral to Lakeport Police department.

2nd offense - Two-day suspension, possible referral to Lakeport Police Department.

3rd offense - Three-day suspension, possible referral to Lakeport Police Department.

4th offense - Five-day suspension, possible referral to Lakeport Police Department.

5th offense - Suspended pending recommendation for expulsion or involuntary transfer to an alternative program.

The principal or the superintendent shall recommend a pupil's expulsion for robbery or extortion. (Ed Code 48915)

18. VANDALISM OR MALICIOUS MISCHIEF TO SCHOOL OR PERSONAL PROPERTY

1st offense - Restitution for loss or damages, three-hour detention, possible suspension.

2nd offense - Two-day suspension, restitution for loss or damages, possible referral to Lakeport Police Department.

3rd offense - Three-day suspension, restitution for loss or damages, possible referral to Lakeport Police Department.

4th offense - Five-day suspension, restitution for loss or damages, referral to Lakeport Police Department.

5th offense – Five-day suspension, recommendation for expulsion.

19. POSSESSION OR USE OF TOBACCO

1st offense - One-day in-school suspension with tobacco education.

2nd offense - One-day out-of-school suspension.

3rd offense - Three-day suspension.

4th offense - Five-day suspension, pending recommendation for expulsion/involuntary transfer to an alternative program.

20. POSSESSION OF OR ARRANGING TO SELL ANY DRUG PARAPHERNALIA

1st offense - One-day suspension. Possible referral to Lakeport Police Department.

2nd offense - Three-day suspension, possible referral to Lakeport Police Department.

3rd offense - Five-day suspension, possible referral to Lakeport Police Department.

4th offense - Suspended pending recommendation for expulsion.

21. ARRANGEMENT OF THE SALE OF ANY CONTROLLED SUBSTANCE AND ACTUALLY SELLING, DELIVERING, OR FURNISHING OF ANOTHER SUBSTANCE OR MATERIAL MISREPRESENTED AS A CONTROLLED SUBSTANCE

- 1st offense - Five-day suspension.
- 2nd offense - Suspension pending recommendation for expulsion.

22. POSSESSION, USE, OR SALE OF ANY CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE OR AN INTOXICANT OF ANY KIND

- 1st offense - Five-day suspension, possible recommendation for expulsion, and referral of case to Lakeport Police Department.
- 2nd offense - Suspension pending recommendation for expulsion; referral of case to Lakeport Police Department.

23. POSSESSION OR SALE OF ANY FIREARM, KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT of no reasonable use to the pupil at school - or at a school activity off of school grounds - the principal or the superintendent **shall recommend a pupil's expulsion.**

NOTES

- 1. One day of “in-school suspension” may be assigned for each four-hour block of assigned detention.
- 2. Any serious offense may result in the suspension or expulsion of a student, regardless of the number of offenses.

PROHIBITED ITEMS

Students may not use the following items on school property or at school events:

- 1. iPods, headphones, portable speakers, video cameras, video games or any other electronic items of distraction. The use of headphones at school is considered a safety issue.
- 2. Gambling devices, dice, playing/gaming/trading cards, etc.
- 3. Permanent markers or other graffiti materials
- 4. Lighters, matches or other smoking paraphernalia
- 5. Laser pointers
- 6. Pocket chains
- 7. Sunflower seeds

Any item not listed can be confiscated if its use is determined to be inappropriate or dangerous. If you choose to bring these items on campus, you are also choosing to have your parent/guardian pick them up in the office. After the third offense, the item will be held until the end of the school year. If some item is needed for a class project, permission must be obtained from the teacher and the item must be left in the classroom. The school is not responsible for lost or stolen property. No time will be spent to investigate the theft of items on this list.

Social Probation

A student will be placed on Social Probation for 6 weeks for any of the following reasons:

- 1. Earning two or more unsatisfactory conduct marks on a progress report or a report card.
- 2. Two or more office disciplinary referrals (ODR) in one grading period.
- 3. Any serious offense resulting in suspension.

Students on Social Probation will not be allowed to participate in extracurricular activities including, but not limited to, assemblies, field days, swim parties, picnics, dances, and athletic games/events. Students will be removed from social probation after six weeks from day of the offense that placed them on Social Probation, provided that no other behavior issues have occurred.

Missing Assignments

Students with missing assignments - or those who fail to complete homework - will serve detention that same day. Every attempt to contact parents/guardians the same day will be made. Completing the assignment prior to the detention or having it brought to school later in the day does not excuse the student from serving the detention. Students who are unable to attend after-school detention will serve their detention during lunch.

GENERAL INFORMATION

Assemblies

Various assemblies will be scheduled throughout the school year. Assemblies are scheduled to benefit our students. We want to be proud of our students' behavior when we have visitors at Terrace Middle School. The following standards are expected of students during assemblies:

- Stay with your Homeroom/Advisory teacher
- Wait with your Homeroom/Advisory to be assigned a seating area
- Keep hands and feet to yourself
- Stay in your seat at all times

Athletics

TMS has a variety of sports for 6th through 8th grade students including volleyball, basketball, wrestling, track, and softball. To qualify for participation in a sport at Terrace, a student must have a grade point average of 2.0 or higher. Students who receive two or more unsatisfactory conduct marks on their progress report or report card are not able to participate in sports. Also, students who are absent from school on the day that an event is scheduled may not participate in the activity. Students must be present on the day of an athletic game in order to participate. Students who are tardy or have an unexcused absence will not be allowed to participate in the game. If a child must miss school on the day of the game, a doctor's note is required to allow participation. All athletes are given an athletic packet that details the academic, behavior, and attendance requirements for participation.

Attendance

You are required by law to be in school each day. Students with excellent attendance records do better in school. Students with perfect attendance for each month may also earn rewards at monthly assemblies. Students will receive attendance credit for a school day when they have attended a minimum of two class periods during the day.

EXCUSED ABSENCES are:

1. Illness
 2. A medical or dental appointment
 3. Court appearance
 4. Funeral of immediate family member
 5. All other absences will be considered unexcused and are not legal as defined by the Education Code of the State of California. Students are referred to the county School Attendance Review Board (SARB) if they have excessive unexcused absences or tardies to school.
- **CUTTING CLASS** Cutting class is viewed very seriously. You will be assigned detention with the class time missed being doubled and your parent/guardians will be notified if you "ditch" school. Students who are habitually truant will be referred to SARB for action at the county level.
 - **RETURNING TO SCHOOL** After an absence, you must bring a note from your parent/guardian stating the reason for missing school. Notes are collected by homeroom teachers and sent to the attendance clerk.
 - **HOMEWORK REQUEST** If a student is ill for **more than three days**, current assignments may be obtained through the office. Parents/guardians should call before 8:30 AM so the work can be available by 3:30PM the next day.
 - **INDEPENDENT STUDY** If you are planning to be out of town and your child will miss 5 or more days of school, please contact the office at least one week in advance and ask for an Independent Study contract. Contracts must be signed by the student and a parent/guardian before the student is scheduled to leave. Teachers will provide assignments that must be turned in the day your child returns to school. This keeps your child from falling behind and allows the district to claim attendance for the days of independent study. Independent study does **not** count toward perfect attendance.

Cafeteria Information and Rules

School-provided lunches can be purchased daily. The current week's lunch menu may be accessed through the District website. Copies of the current monthly menu are available in the office. Application forms for free or reduced lunches are available through the office. A breakfast program is also available at Terrace Middle School. Students at Terrace must abide by the following cafeteria rules at all times:

Be Safe

1. Keep hands, feet and all objects to yourself.
2. Once seated, remain in that seat.

Be Respectful

1. While waiting in line, students are to be orderly and polite.
2. No loud talking or yelling.

Be Responsible

1. Students must wait at their tables until excused by an adult.
2. Students are to clean their trash and food off the tables and the floor and put it into the garbage cans.
3. Students are to eat their own food and refrain from sharing with others.

Daily Bulletin

The Daily Bulletin will be shared during Homeroom/Advisory in all grade levels. This will keep students informed about current activities going on at Terrace.

Dress Standards

All students are expected to dress and groom themselves neatly and modestly in clothes that are suitable for school attendance and activities. See the discipline guide for dress code consequences.

- 1) Clothing may not advertise or suggest alcoholic beverages or illegal substances.
- 2) Clothes with sexually suggestive pictures, sayings, slogans or culturally offensive messages are prohibited.
- 3) Clothing, accessories, or body markings may not suggest or demonstrate gang-related symbols or colors. No bandanas.
- 4) Shirts, tops and dresses must cover the back and the stomach area. Tank tops are permitted if they are two inches in width and do not expose the undergarment. No low cut tops.
- 5) Hats are not to be worn backwards, sideways, or indoors..
- 6) Shoes must be appropriate for school-related activity.
- 7) No underwear/bras will be visible on any part of the body.
- 8) Pants should fit properly and not have to be held up in order to walk or participate in the activities of the school day. Long, hanging belts are not allowed.
- 9) Skirts and shorts must be an appropriate length for school. We recommend that skirts/shorts be closer to the knee. Students will be asked to change clothing to appropriate length if faculty or staff determine the length is questionable. Students will be asked to either call home or change into their PE clothes.
- 10) No wheeled shoes.

Emergency Situations

In Case of Fire: When a fire alarm sounds, students are to follow their teacher's directions. Maps for exiting the room are posted near each doorway. After leaving the building, students are to form lines and remain quiet until further instructions are given to the students by their teacher.

In Case of Earthquake: In the event of an earthquake, students are to drop under the cover of classroom furniture and remain there until given further instructions by the teacher.

In Case of a Code Black or Intruder on Campus: An administrator will announce the Code Black over the all call system and campus radios. Teachers will lock their doors and turn out the lights. Students will hide under desks until the all clear is announced. Students who are outside should seek shelter in the nearest building or away from the direction of the intruder.

End-of-the-Year Activities

Students are provided with a variety of end-of-the-year activities in recognition of their hard work and cooperation throughout the year. These activities are considered **privileges** that are earned through appropriate behavior. Teachers will notify both students and parents/guardians of the requirements for these outings. Eighth graders need to pay particular attention to promotion requirements throughout the year so they may qualify to be promoted.

Illness

1. If you do not feel well or are injured, ask your teacher for a pass to go to the office. The nurse or office staff will help you or call your parent/guardian. Students should not call home without checking in with the office first. In the event of a serious injury, an accident report will be prepared by the office staff.
2. If you have medication to take at school, you must have a form signed by a doctor, and it must be kept in the office. It must be in its original container with the student's name and instructions for use on the prescription label. Office personnel cannot dispense non-prescription medicine such as ibuprofen/acetaminophen/benadryl without a note from a doctor.
3. Students who are to be excused from P.E. for a medical reason must have a doctor's note stating the reason and the length of time for the excuse.

Newsletter

Newsletters will be written by the administration and emailed home during the first week of each month. If you do not have an email address on file with the school, you can view the monthly newsletter on the school website or through the school's Facebook page. These newsletters contain important information for parents/guardians and students, as well as a calendar of upcoming events. Please be sure to read the newsletter each month.

Promotion and Retention

According to board policy, students who are not meeting grade level standards may be retained in their current grade level. Students at risk of being retained will be provided with intervention services of some kind. Homeroom teachers will communicate with parents/guardians each trimester when a child is at-risk of not meeting standards. **8th Grade Promotion:** In order to participate in the promotion ceremony and activities, all 8th graders must meet the following standards:

1. Have a 1.0 grade point average in all core subjects for the year.
2. Pass the Constitution test.
3. Earn all passing grades in the Second Semester.
4. Have satisfactory conduct in all classes.

Parents of 8th graders will be notified at the end of the 1st Semester if their child is at risk of not meeting these standards. Certified letters will be mailed at progress report time for any students who are in danger of not being promoted.

Safety Reminder

All parents/guardians are reminded that students will only be released to an adult during the school day under the following circumstances:

1. The adult is the student's parent/guardian.
2. The adult has appropriate identification, is at least 18 years of age, and has the verified authorization of the student's parent/guardian. (Note: When the parent/guardian cannot be reached, a student may be released to adult(s) eighteen or older named on the student's emergency card.)
3. The adult is a properly authorized law officer acting in accordance with law.
4. The adult is taking the student to emergency medical care, at the request of the principal or designee.

The TMS staff will follow these regulations in all cases. If someone other than the parent/legal guardian or person named on the emergency card will be picking up your child from school, please provide them with written permission to do so. Permission by telephone will not be allowed. Remember, according to school board policy, siblings must be at least 18 years of age.

Students who are not enrolled at TMS are not allowed to visit campus during the school day.

Student Recognition

At TMS we are proud of the achievements and hard work of our students. As a result, we have established ways of recognizing those who go above and beyond as students.

1. **Perfect Attendance:** All students with perfect attendance are honored with certificates and prizes at the end of the school year. Students with perfect attendance also have an opportunity to win a prize through the monthly drawings at Spirit Assemblies.
2. **Student of the Month:** Students are selected monthly to receive gift bags. 4th-6th grade students are chosen from each classroom. In 7th, and 8th, two students are chosen from each grade level. Letters of recognition are sent to their parents/guardians. They are selected on the basis of academic achievement, attitude, improvement, extracurricular involvement, leadership, and other character traits.
3. **Excellent Behavior:** Students who receive no disciplinary referrals have the opportunity to win a prize through the monthly drawings at Spirit Assemblies. Students may also receive Viking Vouchers for good behavior on campus at any time.
4. **Honor Roll:** All students will be placed on the Honor Roll at the end of each semester for earning a 3.0-3.49 grade point average. They are honored at an awards assembly and their names are submitted to the local newspaper.
5. **Principal's List:** All students will be placed on the Principal's List at the end of each semester for earning a 3.5-4.0 grade point average. They are honored at an awards assembly and their names are submitted to the local newspaper.

Report Cards and Grading

Parents/guardians are encouraged to contact their child’s teacher at any time to discuss student progress. If necessary, a Student Success Team meeting can be scheduled to look more closely at your child’s progress and set goals to promote achievement. Other methods of reporting on how your child is doing in school are as follows:

1. Progress Reports At the midpoint of each semester, teachers issue progress reports to all students. Unsatisfactory conduct will also be reported to parents/guardians at this time.
2. Report Cards All students receive report cards at the end of each semester.
3. Online Portal: All parents/guardians are given information at the start of the school year to access their child’s grade via the Aeries online portal. This gives parents/guardians access to student grades at any time.

Transportation

District-provided transportation is a privilege, not a right. It is important that students who ride the bus conduct themselves in an orderly manner at the bus stop and on the bus. Misbehavior will result in a bus citation:

- 1st citation: Warning**
- 2nd citation: Three to five-day day suspension of bus-riding privileges.**
- 3rd citation: Two-week suspension of bus-riding privileges.**
- 4th citation: Loss of bus-riding privileges for the remainder of the school year.**

**Please note that any serious offense may result in suspension of student’s riding privileges regardless of the number of offenses.
 Students may only ride on their assigned bus unless they have a note from their parent/guardian.
 They may only exit the bus at their assigned stop in the afternoon unless they have a note from their parent/guardian.
 All school rules apply to students who are waiting for the bus before and after school*

Dear Parents & Guardians,

We have given these daily planners to all of our students to help them stay organized. These planners also contain the student handbook that details our school rules and policies. Please review this student handbook with your child to ensure that the information is clear. After you have read and discussed its contents, you and your child are asked to sign below.

If your child loses the daily planner, you will need to purchase a replacement for \$10.00 in the Terrace Middle School Office.

Please return the signed form below to your child’s Homeroom/Advisory teacher. Thank you.

Sincerely,

 Mrs. Rachel Paarsch
 Principal, Terrace Middle School

 STUDENT NAME _____ DATE _____

HOMEROOM/ADVISORY TEACHER _____ GRADE _____

I have read the information outlined and I understand the information contained within.

Parent/Guardian Signature

Student Signature