***To know what’s happening at FMS, visit***

**http://**knoxschools.org/farragutms

The Farragut Middle School website is the first stop for students and parents to get current information about Farragut Middle School. ***Parents should familiarize themselves with FMS procedures, guidelines, rules, etc. by visiting the FMS website.***

**Note: All visitors entering the school must report directly to the office and have a photo ID for identification.**

The office should be notified of any special circumstances regarding access to a student.

***Office Procedures***

* Lost and Found: items will be removed from FMS at the end of each 9 weeks.
* Visitor Lunch: approved visitors may eat lunch with students in the front lobby or outside picnic area only.
* Items/lunches dropped off for students should be labeled with student’s name and student is responsible for checking the office for them **(office will not call for items/lunches).**

***Arrival: .…you are late to school?***

* If you arrive any time after 8:30 a.m. you should report directly to the office to receive an admit slip. After signing in, you must report directly to class.
* Students who are not seated in their 1st Period Class by 8:30 a.m. and who do not have an excuse written by a doctor or other medical professional will be considered Tardy-unexcused.
* If a student is Tardy-unexcused more than 4 times during a quarter (defined as a 9 week grading period) they will be unable to participate in any incentives provided during that quarter (excluding end of the year events).
* A student’s number of unexcused tardies will reset each quarter when determining eligibility for quarterly incentives.
* Any student who acquires 20 or more unexcused tardies at any point in the school year will be ineligible for any student incentives including end of year incentives (dance, parties, etc.).

***Dismissal***

* Once a student leaves FMS campus, he/she may not return to campus.
* All students must dismiss at their appropriate time.
* Dismissal Violations/Bus misconduct is subject to disciplinary consequences.
* **If riding a different bus, students** **must bring a parent note to the office by 8:30 a.m. for approval.**
* Students may not be in the building or on campus unsupervised after 4:00 p.m.
* Administration reserves the right to modify an individual student’s dismissal procedure.

*Knox County Transportation: 594-1550*

***….you need to leave school early?***

When leaving early is necessary, you must have a written request for early dismissal. **No dismissals after 3:10 p.m.**  Parents and students **must** adhere to the following:

* You must bring a note signed by a parent **to the office between 8:00 and 8:30 a.m.,** stating the reason for leaving. The note must include a parent contact number. Leaving school without approval and without signing-out in the office will result in disciplinary action. Forged communication will result in disciplinary action.
* The note should be taken to the homeroom teacher in order to get an “Early Dismissal” form, which must be signed on the back by all teachers.
* **A parent or guardian must come into the office to check you out.** In case of emergencies, students may only be released to adults listed in his/her emergency information on file. Release by phone/email is NOT an option. Please do not ask for exceptions.
* Students must be in school at least three hours and fifteen minutes in order to be counted present for the day**.**
* To minimize disruptions in classroom instruction time, please make every effort to schedule student appointments in a way that least impacts their instructional time.

**Note:** Students on campus, but not in class or in the office, are considered cutting class.

***…you miss class work and want to make it up?***

Missed work can be made up; however, students must request missed work within 3 days of an absence. **Failure to request missed work within three days of returning may result in the lost opportunity for credit.** Extended absences (4 days or more), your parents may call the guidance secretary to request make-up work. The guidance office and teachers must have 24 hours to gather necessary assignments.

**Note:** Make-up work should be completed before or after a regular school day, not during class time.