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# SMITHTON MIDDLE SCHOOL

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**The mission of Smithton Middle School is to prepare students as problem solvers to adapt to an ever changing future through rigorous academic growth and positive character development.**

**Smithton Students:**

- Give Respect** to themselves, others, and the learning environment,
- are **Ready to Learn**,
- take **Responsibility**,
- Reach for the stars!**

**GRRRR in the Classroom**

- Use positive and appropriate language.
- Keep hands and feet to yourself.
- Be a problem solver.
- Keep voices down.
- Follow Directions
- Take care of belongings.
- Set high goals and expectations for yourself.

**GRRRR in the Hallway**

- Walk on the right side of the hallway.
- Stay out of others personal space.
- Throw away trash.
- Walk at all times.
- Report to class on time.
- Be courteous.
- Respond appropriately when greeted.

**GRRRR in the Cafeteria**

- Eat only your food.
- Raise your hand to leave your seat.
- Keep voice at appropriate level.
- Keep all food and beverages in the cafeteria.
- Clean up your area.
- Use passes to leave the cafeteria.
- Only 8 chairs to a table.

## **ARRIVAL AND DISMISSAL**

Arrival at school should be no earlier than 7:00 a.m. Be aware that the northeast entrance and driveway is reserved for school buses only. Students being dropped off by parents or walking to school should use the main office side of the building for entrance and exit. Parents, please follow the arrows and signs in the parking lot. Students should be picked up by 3:00 p.m. unless involved in supervised after school activities.

## **BEFORE SCHOOL (7:00-7:25)/AFTER SCHOOL (2:35 - 3:00)**

When entering the building, all students need to go immediately to the gym unless eating breakfast in the cafeteria, visiting a teacher on a pass or using the media center on a pass. Once a student finishes any of these activities, they are to report to the gym. All students should use the restroom before entering the gym and remain there until dismissed at 7:22 a.m.

Students involved in an after-school activity/club/athletic team under the direct supervision of a teacher/sponsor/coach must be in the activity's location by the 2:45 p.m. bell. Students should be picked up as soon as possible after the scheduled activity. All students not being supervised by an adult need to exit the building by 2:45 p.m.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch may be purchased on a daily basis. Food purchased in the cafetorium will be on a cash basis only. Checks may be deposited into student accounts. A la carte items are available and may be purchased with cash or account funds if so designated by parent or guardian. All students will need to enter their ID number into the register computer. Free and reduced price breakfast or lunch applications must be approved each year. Applications are available in the main office. Breakfast is served from 7:00 a.m. to 7:15 a.m. in the cafetorium. Lunch schedules will vary with individual teams.

In order to maintain a clean and pleasant dining area, students are asked to please keep the following GRRRR Expectations in mind:

- Only one trip through the kitchen.
- Have your ID number ready to punch in the computer keypad.
- All items must be on the tray or clearly visible to the cashier.
- Only eight students should be seated at the table at one time.
- Clean up after yourself (tabletop and floor).
- Remain seated in your original location.
- Raise your hand and wait to be acknowledged by a cafetorium supervisor if you need to leave your seat for any reason.
- Use a conversational tone in the cafetorium while eating.
- All food/drinks must stay in the cafetorium.
- Only purchase food from the kitchen during lunch.
- Buy food only for yourself. Refrain from accepting food you did not buy.
- Students should refrain from borrowing money or loaning money to other students.

Failure to follow these GRRRR Expectations will result in possible disciplinary action.

## **ABSENCES/TARDIES**

Consistent attendance is important to support student achievement. We ask our parents to excuse their children from school only when it is absolutely necessary. While appointments with medical professionals may sometimes be unavoidable we appreciate parents scheduling appointments after the school day has ended.

- Parents may excuse up to seven (7) absences per year.
- A student must have appropriate documentation for absences to be excused beyond these seven days.
- If additional absences occur, students and parents may be requested to meet with a school administrator.
- An unexcused absence is one that does not have the proper documentation to be excused.
- All unexcused absences will be considered truanancies unless the absence is reported to the office by a parent within 48 hours.
- A truancy is an absence that has not been approved by the parent and/or school official.
- Consequences will be assigned for truanancies.
- Absences that receive appropriate medical documentation from a medical provider will be coded as a medical absence.

### **Returning After an Absence**

- When absent from school, a parent/guardian needs to report the absence to the attendance secretary by either calling the day of the absence or sending a note when the student returns.
- If no contact with the school has been made after 48 hours, the student will be considered truant and referred to the office of the Home School Communicator.
- Mr. Hardy, Home School Communicator, will make every effort to verify the absence.
- If the absence can not be verified, the student may be subjected to disciplinary actions.

### **Leaving School for an Appointment**

- All notes from parents requesting excuses for doctor's appointments, etc., should be presented to the attendance secretary in the office at the beginning of the school day prior to the 7:30 bell.
- After obtaining a pass, you should report to the office to check out at the time you are scheduled to leave.
- You then should check back in at the office immediately upon your return to the building.
- REMEMBER - bring all notes to the office before your first class.

NOTE: Because of legal requirements, Smithton Middle School's policy states only parents/guardians may contact their child at school during the school day.

*We understand parents may need to contact their child during the school day. Students are permitted to check messages during their 4-minute passing times and lunch. Urgent or necessary messages should always be sent through the Office.*

**Tardies** (To class and to school)

Students will be expected to go to the Tardy Room when they are tardy to class. There, they will be expected to fill out a Student Tardy Form that explains why they are tardy and how to prevent being tardy in the future. The consequences for tardies are below.

From IPR to IPR = our goal is to have students in class 100% of the time

1 - 3 = Tardy recorded, Student Tardy Form completed

4 - 5 = Meeting with an administrator or home-school communicator, parents/guardians notified, Lunch Detention assigned

6 - 7 = After-School Detention assigned

8 and above = other consequences assigned (Saturday School, escort plan, delayed passing time, etc.)

*Three tardies in one school day will be given an immediate consequence.*

**HEALTH ROOM GUIDELINES**

The health room is located at the back of the main office. During the regular school year there is a full-time registered nurse available. If a student feels ill or needs to see the nurse they need to inform a teacher and obtain a pass to visit the nurse. Our nurse or health room secretary will assess a student's symptoms or assist them with their concern. CPS has the following guidelines for determining if a student should be at school:

- Temperature of 100 degrees or greater
- Vomiting with associated signs of illness
- Diarrhea
- Unusual or unexplained rash
- Persistent cough
- Ongoing symptoms of discomfort or immobility from an injury
- A concerning health condition that may require further medical evaluation

If it is determined that the student be sent home according to these CPS guidelines, a guardian will be contacted. Because of this, it is important to have a current phone number on file. If a student does not meet the guidelines for being sent home, they will be asked to return to their classroom. If the student feels they are unable to return to class and wish to contact a guardian they will be allowed to do this from the health room. Following these procedures will provide pertinent information about a student's health to family members and facilitate student pick-up.

Students may return to school when fever-free (without the use of fever-reducing medication), vomit-free, and/or diarrhea-free for 24 hours, when other conditions subside, or with a medical provider's note.

According to state policy, all 8th graders are required to have the Tdap and meningitis vaccines. There must be proof of these on file before they are able to attend school.

## **CLUBS/ACTIVITIES**

Smithton staff will supervise any after-school or before-school activities. Students must be in attendance for at least ½ day on the day of an event in order to participate. If a student has been assigned In-School Suspension, Out-of-School Suspension, or other consequences for behavior the day of the event, the student may not be able to attend after-school activities.

### **Athletic Events, School Plays, Concerts, etc.**

We want students to be able to participate in and attend Smithton events that are not scheduled during the school day. Whether an event is held at Smithton or at another school, students will be expected to follow Smithton's GRRR expectations and any other expectations by the hosting school.

Smithton fan expectations:

- Cheers should be positive in nature. Any person who is making negative remarks or comments to the officials, players, or coaches may be asked to leave.
- Spectators should stay away from the bench or any designated team area immediately before, during or after the game.
- Students need to remain in the space designated for the game or activity.
- Spectators should be respectful of the school staff working an event and other spectators.
- Students must be picked up within 10 minutes of the completion of the game or event.

If students or spectators do not follow the above expectations, they may be banned from coming to any more events for that season (fall, winter, spring).

## **BACKPACKS**

Students will be allowed to carry backpacks during the school day. Individual classrooms may have designated areas where backpacks must be stored.

## **PERSONAL ELECTRONIC DEVICES**

Due to 1:1 iPads at Smithton all students have access to needed technology for instruction. The use of cell phones, smart watches, earbuds, bluetooth headphones, handheld gaming systems, etc. brought to school will be allowed during the four-minute passing times and lunch. These devices should not be used during class time unless permission is given by the classroom teacher. The first week of school students will be taught the expectations and how appropriate ways to use their devices during the school day. After that time, if a student chooses to use their device inappropriately or without permission, they will be asked to turn it in to the teacher who will then turn it over to the office. Students can pick up their devices at the end of the day from the office. If the student refuses to cooperate the teacher will ask for help. BIST steps will be followed and parents will be notified. Repeated problems with personal technology devices may result in a parent meeting.

Neither the school, nor its representatives will be responsible for lost or stolen phones and/or personal electronics.

## **HALLWAYS**

Students should follow GRRR expectations in the hallway. Students need to walk in the hallways and stay to the right-hand side. Students should not congregate in areas of the hallway. They need to be getting their things and walking to class in a timely manner. Students have 4 minutes to move from class to class. There should not be food or drink in the gym/hallways, this does not include approved water bottles.

## **CLOTHING GUIDELINES**

All students and parents are responsible for being aware of and conforming to the policy below. Parents and/or students who have questions about the clothing guidelines should visit with an administrator. If a student is found to be wearing clothing or accessories that are not in compliance with the policy, initially, the student will be asked to change or cover the clothing. If the student is unable or unwilling to comply with this request, the student will be sent to the office to address the issue. Students who persistently fail to comply with this policy may be subject to disciplinary action.

- Any clothing which reveals undergarments or the lack of undergarments are considered inappropriate. The length of shirts and tops must be long enough to allow them to be tucked into the student's pants, skirt, or shorts.
- Gang related attire is not permitted: Because gang related attire is constantly changing, the administration will determine attire that is deemed a safety issue and therefore, not allowed.
- Any attire or accessories that pose a safety issue are not allowed.
- Clothing depicting inappropriate slogans/advertisements/connotations which detract from or create an unsafe educational setting are not to be worn. No drug- or alcohol-related attire allowed.
- Shoes must be worn on campus at all times. House shoes are not permitted.
- Students should not wear pajamas/snuggies/onesies, bring pillows, stuffed animals or blankets except on designated days approved by administration.

## **GOLD CARDS**

Students following GRRRR Expectations will be eligible to earn a Smithton Gold Card.

Gold Cards will remain active from IPR to IPR as long as students...

- Exhibit good citizenship
- Attend school regularly
- Meet the academic standards of Smithton
- Follow GRRRR Expectations

Gold Cards allow students to ...

- Leave their last class 2 minutes early as determined by their teacher
- Go to the front of the line at lunch
- Use the media center and computer lab before school
- Eat outside (when weather permits)
- Free entry to home sporting events
- One free tardy
- Other privileges approved by the school principal

In order to earn a Gold Card students must have...

- All grades B or better on their IPR
- All 3s or higher in Conduct and Effort scores, must have at least two 4s
- No office referrals
- No more than 1 tardy (including tardies to school)
- No Buddy Rooms assigned