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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!**

### **GRRR in the Classroom**

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

### **GRRR 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.

### **GRRR 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.

**DROP-OFFS / PICK-UPS / WALKERS**

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**. All others 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)**

All students need to go immediately to their designated location (cafetorium, gym, teacher classroom with pass, media center) when entering the building before school. Students are not allowed to be at lockers until given directions by teachers. Once students enter the gym before school, they stay there until dismissed. Students should use the restroom before entering the gym. Students involved in an after-school activity under the direct supervision of a teacher or sponsor may remain in the building after 2:45 p.m. Students should be picked up as soon as possible after the scheduled activity.

**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. Both hot and sack lunches are available daily. 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:

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

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

**Cellphones**

Cell phones brought to school have become a distraction to learning. Due to 1:1 iPads at Smithton all students have access to needed technology for instruction. Cell phones need to remain in a student's locker during school hours, (7:30-2:35). Students who have their phones out will be asked to take their phone to their locker. If they have their phone out again they will be asked to turn the cellphone into the teacher who will then turn the phone over to the office. Students can pick up their phones at the end of the day from there. 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 cell phones may result in a parent meeting.

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

**ABSENCES**

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 trancies 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 trancies.
- 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 will 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 advisory 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.

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

From IPR to IPR = our goals is to have students in class over 90% of the time.

4 - 5 = After School Detention. After the 5th tardy mandatory parent conference.

6 - 10 = one day of After school detention for each tardy. 4th ASD has to be an hour of community service at school.

11 and above = Saturday School or other consequences.

**Backpacks**

No backpacks or string bags can be carried to class. All bags should be stored in their lockers.

**HEALTH ROOM GUIDELINES**

If your student feels ill or needs to see the nurse please have them inform their teacher and obtain a pass to visit the nurse. 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. Our nurse or health room secretary will assess your student's symptoms or assist them with their concern. If your student needs to be sent home according to

CPS guidelines, we will contact a guardian. Refer to CPS guidelines below. If your student does not meet the guidelines for being sent home, they will be asked to return to their classroom. If your 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 guidelines will provide you with pertinent information regarding your student's condition and coordination for pick up if necessary.

- 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

Students may return to school when fever free without the use of fever-reducing medication. Vomiting or diarrhea free for 24 hours. Other conditions subside or with a provider's note.

### **LOCKERS**

Administration will assign lockers. Students may be asked to share lockers based on enrollment numbers. Students are expected to keep their lockers clean and orderly. **Do not attach anything to the inside or outside of the lockers that cannot be easily removed, such as stickers or tape.** If a student needs assistance in opening a lock, they should ask a team teacher for help. Combinations are not to be shared with anyone! **There is a \$5 fee for replacing a lost lock. Students should not bring locks from home and the school lock should never be taken off campus.** Students should never leave their lock open when unattended.

### **Hallways**

Students should follow GRRR expectations in the hallway. Students need to walk in the hallways and stay to the right hand side of the hallway. Students should not congregate in areas of the hallway, they need to be getting their things and walking to class. 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**

Dress and grooming are generally considered matters of individual taste. The primary responsibility of appropriate dress for schools is left to students and their parents. Extremes in dress and/or grooming, which may be health or safety hazards or which detracts from a desirable educational setting are not appropriate for schools.

#### **Examples of inappropriate clothing and accessories may include, but are not limited to:**

- Gang related attire: Because gang related attire is constantly changing, the administration will determine attire that is deemed a safety issue and therefore, inappropriate.
- Revealing clothing that overexpose the body such as short shorts, short skirts or dresses, low cut and or off the shoulder shirts, shirts with spaghetti straps, etc.
- Any attire, or accessories that pose a safety issue.
- Sagging, or the wearing of pants below the waist and/or in a manner that allows the underwear or bare skin to show and bagging, or the wearing of excessively baggy pants with low hanging crotches, and pajamas/snuggies/onesies are prohibited.
- Clothing depicting inappropriate slogans/advertisements or connotations which detracts from a desirable educational setting.
- No Drug or alcohol related attire.
- Shoes must be worn on campus at all times. House shoes are not permitted. Students should not bring pillows, stuffed animals or blankets.
- Hats or hoods may not be worn inside the school during school hours (7:30-2:35).

**All students and parents are responsible for being aware of and conforming to the above policy.**

Parents and/or students who have questions about the dress code should visit with an administrator. If a student is found to be wearing clothing or accessories that are not in compliance with the above policy, initially, the student will be asked to change or cover the clothing that the teacher or administrator finds inappropriate. 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.

**SMITHTON ACTIVITIES**

School sponsored activities are usually either at the start of the school day or right after school. Parents are responsible for rides when an activity is scheduled after school. Smithton staff will supervise activities. **Students must be in attendance for at least ½ day on the day of the event in order to participate.**

**Gold Card**

Students following GRRR 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 GRRR Expectations.

Gold Cards allow students to ...

- Get out at 2:33.
- 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 As and Bs on their IPR.
- All 1s and 2s for Citizenship and Effort.
- No Office Referrals.
- No more than 1 tardy.



