

We are looking forward to a successful and exciting year for all of you. The information contained in this student planner will provide you with important information about school services, procedures, rules, regulations, and activities. You can guarantee your success by giving the maximum effort in the classroom. We also encourage each one of you to participate in at least one school activity.

The entire faculty is willing to offer you help and assistance but remember you are responsible for your own success. You must be an active learner. Do not hesitate to see advice or assistance from your teachers, your aides, your counselor, or administrators. We encourage your best efforts and are confident you will have a great year!

Everyone deserves to be treated with respect and dignity. EVERYONE includes: students, teachers, secretaries, aides, custodians, cafeteria staff, and bus drivers. If you want to be treated with respect, you must first show respect to others.

Sumter County Schools Vision

Preparing the Next Generation Today

Sumter County Schools Mission Statement

The Sumter School District is committed to providing a rigorous and relevant standards-based education in a safe environment. Through a partnership of students, parents, staff and community, students are given the opportunity to reach their full potential as lifelong learners and contributing members of society.

SSM Vision/Mission Statement

Vision: Inspiring all students to persevere and achieve lifelong success.

Mission Statement: SSMS will teach with the commitment and conviction to provide all students with opportunities to achieve college and career success in a global community through rigorous instruction, forward thinking, and research based strategies that will equip each student with the skills necessary for college, careers, and life.

School Expenditures

Per full time Equivalent Student Direct School Expense 2020-2021: \$9,155.00.

School Grade

At the time of printing, SSMS has not received the school grade for the 2020-2021 school year. Graded a "B" school in 2019-2020 due to retaining the 2018-2019 school grade.

Visitors

ALL visitors must report to the front office before going to a class or contacting a student. Visitors must have a driver's license or identification. **No one will be allowed to visit a student without permission from the administrative office!** Students are not allowed to bring guests to school to spend the day.

Volunteers

All volunteers must be approved at the individual school each year before they can volunteer in any capacity at SSMS. This includes a completed volunteer application, a copy of the applicant's driver's license, and approval by the Sumter County School Board. Since the process takes several weeks, please apply early. Volunteer applications can be found at <https://www.sumter.k12.fl.us/site/Default.aspx?PageID=4213>

Before and After School Policies

To provide a safe environment, no student is allowed on the school campus or in the school building(s) after normal school hours unless supervised by a teacher. Students are to go home immediately after school is out. In the event unsupervised students are on campus after hours, they will be warned and we will attempt to notify parents. If this act is repeated, students will be placed on the trespass log at the Sheriff's Department. **(The early**

room will be open beginning at 8:00 a.m. each morning.) Supervision by school personnel will be limited to 30 minutes before and 30 minutes after school or school activity.

Parent Conferences

Parents are welcome and we encourage you to come talk with teachers and the counselor. To minimize disruption of instructional time, appointments will be made to coincide with the teachers' schedules. Please call 793-2232 to set up a conference. Parent conferences are usually Tuesdays and Thursdays at 8:00 a.m. and 8:15 a.m.

Attendance

Attendance in school to age 16 is required by law. Recent legislation has mandated ways in which schools must enforce attendance laws. Criteria for determining excused absences shall be as provided in Florida Statutes, which include absence for religious instruction or a religious holiday, absence due to sickness, injury, or other insurmountable condition, an absence due to participation in an academic class or program. Additionally, absences for which prior approval has been given by the school principal will be excused although those excused absences will be included in the ten absences and beyond for which a physician's statement is required. Parents may write a note to excuse a student's absence up to 9 times. On the 10th absence and thereafter in a semester, a doctor's note will be required to excuse the absence. Students have 3 days upon their return to school to turn in their letters and/or doctor's notes to excuse their absence.

The school will notify the parent in writing as a method of early intervention after the student has 4 unexcused absences. When a student has 5 unexcused absences, the school will initiate a Child Study Team meeting with the parent and student to develop an attendance agreement. The school coordinates with Youth and Family Alternatives on truancy issues. The school may utilize the School Resource Officer to serve Child Study Team meeting notices and/or home visits. When a student has 7 unexcused absences, an attendance contract is signed by the student and parent stating they understand that at 10 unexcused absences, the student will be considered for alternative placement. Upon the 15th unexcused absence in a 90 calendar day period, the student will be considered legally truant and the student's name will be reported to the State's Attorney and the Department of Motor Vehicles and the student's driver's license will be suspended.

Absence Procedure: The student should take the written excuse to the cafeteria before first period. Student planners will be stamped "excused" or "unexcused" for the period(s) or day(s) of absenteeism. Failure to follow this procedure within 3 days of returning to school will result in an automatic unexcused absence. Students with unexcused absences will receive a grade no higher than a 59% for the classes missed. **In order to participate in after school activities a student must attend at least ½ of the school day. If a student becomes ill or is injured at school, the parents will be notified by telephone. To help us accommodate your sick child, or in the case of an emergency, parents should have a CURRENT ADDRESS and PHONE NUMBER on file in the school office. For obvious reasons, emergency forms are to be completed on line through Skyward. Notifying parents or guardians in case of an accident or serious illness is of benefit to all and is expedited by these forms.**

Tardy Policy/Early Checkouts

Tardies and Early Checkouts: Parent(s) may write a note to excuse up to 3 tardies, early checkouts, or any combination of the two per semester. Any tardies and/or checkouts beyond that will require a doctor's note to be excused. All other tardies and checkouts will be considered unexcused. Students with unexcused tardies and checkouts will receive a grade no higher than a 59% for the classes missed.

Consequences:

- Upon the 3rd Tardy or Early Checkout – Attendance Notice
- Upon the 5th Tardy or Early checkout – Long Form

To help ensure your child's safety, students leaving the school during the day **MUST BE CHECKED OUT THROUGH THE OFFICE**. The office will page the student while the parent/guardian is signing the student out.

All adults who are authorized by a parent to pick up a student must be listed on the emergency information for on file in Skyward and will be required to show their ID.

Custody of children: School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order which grants custody to either parent or a third party.

Student Transfer Process

Thirty (30) days prior to the beginning of each semester, the district will post a list of the out-of-field teachers on the district website. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year. The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must notify the parent and specify the reasons for denial.

Transportation

Once a student arrives at school by bus, car, bicycle or walking, he/she is not allowed to leave unless he/she checks out through the office. Violations will result in serious consequences due to the dangers involved in being off campus without permission. Students will not be allowed to get off the bus at a different stop unless written permission from parents is granted and proved by the principal or designee. **Permission for a change in transportation has to be received in the front office before a student can ride another bus.** Administration reserves the right to deny any transportation request not meeting this criterion. Students may not ride buses unless they are assigned to a bus or have a bus pass. ALL students are expected to follow the bus regulations when on the bus. Riding the bus is a privilege based on appropriate behavior.

Books, Etc.

Damaged or lost textbooks or library books must be paid for before another book will be issued or checked out. Please take good care of your valuable textbooks and return library books on the assigned due date. Library books are checked out for two weeks. Students must have their planner to check out a book. The student must record the due date in his or her planner. At the end of each school year, students must meet all responsibilities and obligations to the school. Such obligations include, but are not limited to, book fines, damaged classroom materials, lost or damaged textbooks, and library books. School activities, including but not limited to 8th grade promotion, will be reserved only for those students meeting all school obligations.

Technology

SSMS students have 1:1 devices on campus. It is the expectation of the school that students will come each morning with their device (device should be charged) and a charger. Failure to follow this rule will result in the following disciplinary measures:

- 1st Violation: Parent Phone Call
- 2nd Violation: Lunch Detention
- 3rd Violation: Short Form
- 4th Violation: Long form (1 day AE)

Any violation after the fourth will accumulate days of AE.

Grade Checks

Grade checks will be completed on a weekly basis and require a parent/guardian signature. Failure to complete grade checks will result in lunch detention until completed.

Physical Education

All students taking P.E. will be required to purchase a P.E. uniform. Please check with your child's P.E. teacher about purchasing one at the beginning of the school year. Each student's name should be written in permanent

marker on both the t-shirt and shorts. Sweatpants and sweatshirts are allowed during cool weather. Sunglasses and/or hats are allowed when classes are outside. Students must wear sneakers to participate in activities in the gym. Students are not allowed in the gym without adult supervision approved by the principal.

Pledge of Allegiance

A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

Tobacco Policy

It is unlawful for any person under 18 years of age to smoke tobacco in, on, or within 1000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6:00 a.m. and midnight. This section does not apply to any person occupying a moving vehicle or within a private residence (Florida Statute 386.212). further it is unlawful for any person under 18 years of age to knowingly possess any tobacco product. Anyone violating this statute commits a noncriminal violation punishable by:

- For a first violation: 16 hours of community service or, instead of community service, a \$25.00 fine. In addition, the person must attend a school approved anti-tobacco program, if locally available;
- For a second violation: within 12 weeks of the first violation, a \$25.00 fine; or
- For a third or subsequent violation within 12 weeks of the first violation, the court must direct the Department of Highway Safety and Motor Vehicles to withhold issuance of or suspend or revoke the person's driver's license or driving privilege (Florida Statute 569.11).

No student, regardless of age, will be allowed to use tobacco or tobacco products while on campus. Bringing or using tobacco products, at school will result in disciplinary action under the district's Code of Student Conduct.

Health Services

All 6th grade students receive vision, hearing, height, weight, BMI, and scoliosis screening during the year by a qualified nurse as required by the State of Florida.

Immunizations Required for 7th Grade: TDAP (Tetanus, Diphtheria, Acellular Pertussis) Your child must have started or completed the immunization requirements pursuant to Florida Statutes to be able to attend school. Please send any updated blue cards (DH680) to the school.

Prescription medications must be in the proper container and must be kept in the administration office. Students are NOT allowed to carry ANY medication, prescription or over-the-counter (aspirin, etc.), on their person during the school day. The only exceptions are inhalers and epi-pens with a doctor's order on file stating the child may self-carry these medications.

Evacuation Drills

Evacuation drills are considered very important. They are held regularly to develop safety practices that will help you move quickly and in an orderly manner out of the building during an emergency.

The signal is a repeated tone with a message. When the signal is given, you must give your full attention to your teacher and await instruction regarding the evacuation of the building. Then you must respond promptly and leave the building by the prescribed route, in a single file line, staying with your class. You will remain outside until the signal is given to return to the building. No talking or distraction while leaving or reentering the building will be tolerated.

False fire alarms endanger the lives of all students and other school personnel. Any student who sets off a false alarm or tampers with fire extinguishers could be suspended or expelled and possibly turned over to law enforcement officials.

Care of the School

You should take pride in and care for your school building, both inside and outside. Respect and pride means keeping the building neat and clean. You can show your pride by:

- Throwing all trash, etc. in the wastebaskets
- Helping teachers pick up papers from the floor at the end of the day
- Not writing on the desks and walls
- No gum

You are expected to assume responsibility for the care of all school property. If you damage property you are responsible for paying for the damage.

Accidents

To ensure a safe environment, accidents in the school buildings, on the school grounds, or at any school function must be reported immediately to the person in charge of the event. An accident report must be filled out in the office.

Hotline

We have a student HOTLINE (1-800-423-TIPS) to anonymously report unsafe actions. Please use it if you notice any suspicious activity that you fear could lead to violence or illegal activities in our school.

SSMS Expectations

- Be respectful
- Be an active learner
- Be prepared
- Be kind

Bullying and/or Harassment

Our Code of Student Conduct states that bullying and/or harassment will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions that might invite or encourage MUST be reported to an adult. This may also include, but not limited to, teasing, name calling, intimidation or spreading od rumors. The following informational link may be found on the district website: <http://www.stopbullying.gov/>

Hazing

The Sumter County School Board will not tolerate hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any school with grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behaviors, or (b) any brutality or physical nature, such as whipping, beating, branding, or exposure to the elements.

Sumter County Code of Student Conduct: Summary for Students

The lawmakers of Florida have passed a law, which says that schools must have a Code of Student Conduct. A copy of this publication will be provided for each student in Sumter County. It will be reviewed and discussed with students.

This Code of Student Conduct tells you about your rights as a student in the school and also tells you about the rules you must follow as students. (Students are under the jurisdiction of school Board Policy from the time they leave home until the time they return home after school.

Student Conduct and Discipline

The primary purpose of education in our school is to meet the needs of our students in a safe environment. Self-discipline is vital to this process. In order to achieve this goal, there are certain expectations and standards that

we feel are necessary. SSMS students are expected to behave in a manner that reflects self-discipline, maturity and consideration for others. The following behaviors are **examples** of conduct that are prohibited at SSMS:

- Possession, use, and/or sale of drugs (licit or illicit), alcoholic beverages and/or tobacco products
- Possession/use of weapons or dangerous instruments
- Fighting
- Theft
- Profane, abusive, or inappropriate language
- Refusal to obey directions
- Engaging in disruptive conduct.)
- Disrespect to staff
- Harassing behavior-bullying
- Hazing
- Continuous classroom misbehavior as documented by Classroom Conduct Form
- Running
- Bringing dangerous objects of any kind. If an object has no reasonable purpose at school, leave it at home.
- Out of class without permission
- The sale of any item on campus without permission of the principal
- Use of radios, tape and/or CD players, iPods, video games, cell phones, etc. If any of these items are taken from you, your parent(s) or guardian(s) must personally come to school to claim them. They will not be returned to you.
- Inappropriate dress
- Inappropriate use of technology

While this list of misbehavior is not intended to be all-inclusive, it illustrates the types of behaviors that are inconsistent with an effective educational program – behaviors, which will not be tolerated. The listed behaviors **and others** are considered Major Disciplinary Infractions and will be dealt with immediately by the use of one or more of the following:

- Parent contact/warning
- Team consequences – conferences, detention
- Assignment to Alternative Education
- Suspension
- Expulsion

In addition, your classroom teacher will establish rules that you are expected to follow while you are in that teacher's classroom. If you violate these class rules, you will be written up on a Classroom Conduct Form. The teacher will attempt various strategies to help you correct your inappropriate behavior. One of these strategies is a required contact with your parents through phone calls, notes, and conferences or mailed conduct reports. The following items concerning discipline and student conduct in general at SSMS are provided for you information: Ask before you act – if you are unsure whether an item or act is permissible, ask a teacher. **If you are having a problem of any nature, immediately contact the teacher responsible for your supervision: Do not wait until later to report problems.**

Lunchroom

The lunchroom is a place for students to enjoy their breakfast and/or lunch meal. In order to maintain a pleasant environment appropriate behavior is important. Students should eat in an orderly manner. When finished eating, students should take their trash to the appropriate location.

Lunchroom Expectations: Use a “quiet” voice inside the lunchroom. Choose a seat and remain seated until you have finished eating. Clean up your area before leaving the lunchroom. Once outside choose a seat and remain seated until the bell rings to return to class.

Alternative Education

The Alternative Education Program at SSMS is designed to help students who are disruptive in school. The program is an isolation-type situation where students will not have contact with fellow students during the school day; however, students will be completing assigned academic work to be graded by the regular classroom teacher. Students are provided with a set of rules and guidelines to read and sign upon assignment to AE. Assignments to the AE program is made on an individual basis. Students are expected to complete all assignments while working quietly and efficiently in a designated seat. Any student that refuses to serve his or her designated AE assignment will be suspended.

Water Bottles

Students are only allowed to have clear style water bottles on campus. Bottles should not have anything other than water in them and can be refilled at the water bottle refill stations throughout campus.

Student Dress Code

A positive relationship exists between a student's actions and accomplishments and the way he or she dresses. The following dress code will be strictly enforced:

Shirts and Tops

Any collared polo or button-up shirt that is solid or is a striped pattern (this includes plaid) will be allowed. **No** graphic designs, large wording, inappropriate content, large tags, or holes will be allowed. Small appropriate logos will be allowed. Shirts can be tucked in or worn out, but must be long enough that they would cover the belly when arms are raised. Necklines may not be low cut or revealing, including when a student is leaning over (must be buttoned no more than the students hands width from the neck). **NO sheer or see through material.**

Pants, shirts, Capris, Dresses, and Skirts

Jeans, solid or striped patterned bottoms are required. All bottoms must be worn at the waist with a belt if necessary. Shorts and skirts must not be shorter than the **width** of a dollar bill from the back of the knee (this includes slits in skirts). Jeggings, leggings, tights or other form fitting pants are acceptable only if a dress code approved collared shirt, dress, or similar cover is at a length no more than a dollar bill's width from the knee. No graphic designs, large wording, inappropriate content, large tags, or holes including unintentional, intentional, manufactured shredding, tearing or patchwork, etc. will be allowed on any clothing. **NO ATHLETIC SHORTS**, sweat pants, pajama pants, house pants, athletic pants or camo pants are allowed. **NO sheer or see through material.**

Jackets, Sweatshirts, Sweaters, etc.

Jackets, coats, etc. are intended to be worn outside. Camo jackets, jackets with patterns, designs, etc. will be allowed as long as the content is school appropriate. Trench coats will not be allowed. Hoods on jackets are allowed and may be worn outside in cold weather only. **No** pullover garment (sweater, sweater vest, sweatshirt, etc.) will be allowed without an attached collar. Large print of name brands will be allowed (i.e. Nike, Aeropostle, etc.). Phrases or pictures will not be allowed.

Shoes

Athletic shoes, boots and sandals with heel straps will be allowed. Unsafe footwear is not permissible. (i.e. rubber shower shoes, flip flops of any kind, backless sandals, **SLIDES**, high heels over 2 inches, platforms, house shoes, slippers, Heelys).

Accessories

Hoods, caps, ski hats will only be permitted outside of the building when the weather is below 40 F. Caps and hats must stay in student's back pack or P.E. locker. Jewelry, belts, chains, make-up, and other accessories that create a significant disruption may not be worn (i.e. flashing belts). No piercings, except ear piercings are allowed. Nose piercings, lip piercings, tongue piercings, etc. are not to be worn. Gloves can be worn during cold weather when outside. No fingerless gloves will be allowed. Hair color should be **traditional natural** colors only (i.e. blue, green would not be allowed). Traditional naturally colored highlights will be permitted. Dark and

light two-toned, will not be permitted. No combs or picks are to be worn in the hair. **No** wallet chains, bandanas, or sweat bands will be allowed. Bandanas may not be used as a hair tie. Administration will make final judgment on any other accessory not mentioned above.

Special Days

The school will occasionally sponsor days to show school spirit, team spirit, etc. These days will be announced in advance, or will be posted on the website so that students can be sure to dress within the guidelines of the sponsored day (i.e. sports jerseys or team shirts representing a favorite team). Also, on dates of athletic events student athletes will be allowed to wear their assigned jersey over their collared shirt.

AR T-Shirt Passes:

- Can be used **ONLY** on Friday.
- Awarded by ELA teachers when students meet their weekly AR reading goal.
- Pass may be found in the planner and must be signed by the ELA teacher to be valid.
- Once earned, students can wear: any school appropriate college t-shirt, any Raider t-shirt, any school club t-shirt, college or raider jersey (with school appropriate undershirt if mesh), any black, white, gray, or red t-shirt (small, school appropriate writing acceptable)

Reward T-Shirt Passes:

- Can be used any day of the week.
- Can be purchased through the Raider Store or awarded for attendance.
- Pass is a black and white checkered or red wristband that must be initialed by the homeroom teacher the day the pass is used.
- When students use these passes, they can wear: any shirt that meets the AR T-Shirt pass requirements, or any other school appropriate t-shirt.
- Please note, this is not a 'dress code pass' and only allows students to wear a school appropriate t-shirt of their choice.

Other

Exposure of undergarments is unacceptable. Content on all clothing, book bags, jewelry, etc. must be school appropriate (i.e. no rebel flags). **Administration reserves the right to make final judgement on any clothing that is questionable.**

Dress Code consequences are as follows:

- 1st Violation – Sent to the office, call home, warning dress code form sent home to parent, change of clothes if necessary
- 2nd Violation – Sent to the office, call home, dress code form sent home to parent, change of clothes if necessary, remainder of day in AR or until issue is resolved.
- 3rd Violation – sent to office, call home, dress code form sent home to parent, long form, AE (1 Day)
- 4th Violation – sent to office, call home, dress code form sent home to parent, long form, AE (2 Days)
- 5th Violation – sent to office, call home, long form, 1 day OSS

Any dress code offense after 5 will accumulate suspension days.

Mid-term Progress Reports

The Mid-term Progress Reports are issued halfway through each grading period (although they may be given at any time). Progress Reports are an important means of letting both students and parents know about achievement in a particular subject. The report should be taken home, signed by a parent/guardian and returned to the teacher. If you have a question or a concern, please make an appointment for a conference with your child's teachers. To further help parents monitor their child's progress, please use the parent viewer for the on-line gradebook.

MIDTERM ENDS

September 9, 2021
November 15, 2021
February 10, 2022
April 26, 2022

PROGRESS REPORT AVAILABLE TO PARENTS

September 16, 2021
November 19, 2021
February 16, 2022
April 29, 2022

SEMESTER ENDS

1st Nine Weeks Ends - October 12, 2021
2nd Nine Weeks, 1st Semester Ends - December 22, 2021
3rd Nine Weeks Ends –March 23, 2022
4th Nine Weeks, 2nd Semester Ends – May 27, 2022

REPORT CARD DATES

1st Nine Weeks –October 18, 2021
2nd Nine Weeks – 1st Semester – January 13, 2022
3rd Nine Weeks – March 29, 2022
4th Nine Weeks, 2nd Semester
Elementary and Middle Schools – May 27, 2022

**High Schools – June 7, 2022

**(Subject to change. May be adjusted to meet the needs of the school)

This calendar has been based on preliminary statewide test dates issued by the Florida Department of Education. Any change in statewide dates would require changes to the Sumter County Calendar in order to accommodate those dates.

Sign and Return to Your Homeroom Teacher

We have read this handbook for success at South Sumter Middle School. We acknowledge the attendance policy, 1 to 1 technology policy, dress code, and behavior expectations of South Sumter Middle School.

We understand that _____ is responsible for this student planner and should keep it with her/him at all times. Assignments are to be written directly onto the calendar, enabling us to be aware of class responsibilities. Planners are also required for checking out textbooks and library books.

If this handbook is lost or destroyed the student and/or parent is responsible for replacing it at a cost of \$6.00.

Parent Signature

Date

Student Signature

Date