



All Children are Capable of Success, No Exceptions!

SMS Values

- Understanding mistakes as opportunities that promotes growth
- Believe in equity for and diversity of all humans in our presence and globally
- Challenges to our mindsets and the perseverance to expand and grow new ones
- Efforts that show respect and kindness to all human beings
- Perseverance to grow skills and knowledge

SMS Objectives

- Grow expert learners
- Cultivate an environment that guides and supports students to becoming expert learners by:
 - Creating safe and productive learning environments
 - Providing practice and meaning to enduring human characteristics
 - Delivering clear connections between content and student reality
- Recognize and celebrate the positive contributions of all human beings as individuals and collectives
- Challenge false mindsets

**Sequim Middle School
Building Hours
7:30 a.m. – 3:30 p.m.**

Students are welcome for breakfast at 7:45 a.m.

*****Students can go to class at 8:05am**

Regular Schedule	Late Start Monday
School starts: 8:15	School starts: 9:15
School Ends: 2:45	School Ends: 2:45

Sequim Middle School is a LOCKED Campus. This means all exterior doors are locked. Visitors are to park in the Staff/Visitor parking lot and check in at the Main Entrance,

All students are to be dropped off in the half circle loop of Hendrickson Road and enter the door nearest to the cafeteria.

GENERAL INFORMATION

School District Rules

****All Sequim Middle School Students and Families are expected to read and follow the Sequim School District Student Rights and Responsibilities Handbook (found on the district website). If you would like a printed copy of the handbook, please request one at the School District main office.

ASB & STUDENT COUNCIL: Students have an opportunity to participate in student government through the student council. Every student is represented in the student council through a class representative. The purpose of student government is to promote the welfare of the school, encourage loyalty and school spirit, and develop leadership. Student body officers are elected each May from the 6th and 7th grade class to be prepared for leadership the next school year.

ASB SPONSERED EVENTS: Sequim Middle School may have dances and events throughout the school year, including Harvest Fest and Winter Fest.

Rules for these are as follows:

- Apparel for school events must conform to the school dress code.
- Guests are **not** permitted at our dances/events.
- Once students have entered the dance/event, they must stay until they leave for the day. To ensure student safety, there is no readmission to this activity.
- Students must be in the dance/event no later than 15 minutes after it begins unless previously arranged with an administrator.
- **Student must be in good standing and have no suspensions in the 4 weeks prior to the event.**

ASSEMBLIES: School assemblies are an important feature of a student's education. There are three types of assemblies: Spirit, Ceremonial, and Performance/Award. Students are expected to give their full attention to the Master of Ceremonies/Speaker/Performer throughout the assembly. Students show appreciation by their attention and applause.

ATTENDANCE PROCEDURES:

(WAC392-401-020Excused absences) (WAC392-401-030Unexcused absences)

In the event of an absence, a parent/guardian needs to call the school office **(360-582-3503)** to excuse the absence. If we do not receive a call, a school official may contact a parent/guardian to confirm that they know about the absence. Students need to bring a note to school upon return if a parent/guardian has not excused the absence by phone. Parent(s) and/or guardian(s) have up to 5 days to excuse the absence.

***Unexcused absences are reviewed and monitored by the School District and OSPI. Excessive unexcused absences can result in building conference, referral to community truancy board or truancy court.

Attendance - Early Dismissal

Students will be excused for early dismissal if the reason is for illness, medical/dental appointments and services, bereavement, family emergency, court appearances, or if the student has received an approval by the school for a Personal Planned Absence. Parent(s) and/or guardian(s) are asked to make written requests for early dismissal of students. An early dismissal slip will be issued. Students must come to the office to check out. Students will be expected to make up all class work missed. Verification by a doctor may be required.

Attendance - Tardiness

Any student who is late to class, without legitimate reason determined by the principal/designee, is considered tardy. The only excuse accepted for tardiness to school is when there has been an unusual circumstance or an emergency (over-sleeping or missing the bus does not constitute an unusual emergency) and the school has been notified by the parent(s) and/or guardian(s).

- After three (3) unexcused tardies to a single class, notice may be given to the student and parent and/or guardian with documentation of corrective actions taken and lunch detentions will be assigned. (More than 3 lunch detentions in a two-week period will result in an Afterschool detention)
- After the fifth (5th) unexcused tardy during a semester, a parent and/or guardian conference may be held. and the student can be referred the community truancy board.

Attendance - Planned Absences

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or at parent(s) and/or guardian(s) request are asked to complete a Pre-excused Absence Form, available in the Attendance Office. This should be completed by the end of the school day, prior to the student's absence, or the absence may be considered unexcused. Any student excused for a planned absence must make up all work missed as determined by his/her teacher.

Attendance – Leaving the School Grounds

Permission from the office, must be obtained in order to leave the campus at any time after arriving on school grounds. No student may leave during the day or at the lunch periods without parent permission and office approval. A student who goes home ill during the day must be notify the nurse's office before doing so. Students who fail to check out will be disciplined and will be considered unexcused.

ATHLETICS

All Sequim Middle School athletes must meet WIAA regulations to be eligible for interscholastic competition. These include standards on age, residence, season limitations and attendance.

All student-athletes expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

Sequim School District policy states that all athletes must be in attendance in **all** classes to be eligible to **play or practice** on that day. *Even excused absences require the player to sit out of practice or a game that day.* Absences can be preapproved through the Athletic Director or Principal in order to practice or play.

Students are expected to adhere to the Athletic Code as well as the rules established by the coach. No body jewelry is allowed during athletic practices or competitions.

ELIGIBILITY FOR PARTICIPATION:

1. **Current Health Clearance** – students participating in sports must have a current health clearance on file in the office prior to participating in practices or competitions.
2. **Grades** - Students must maintain passing grades (D or better) in all classes.
3. **Discipline** – Students who are either in-school or out-of-school suspended may not participate in sports on the days of those suspensions.
 - Each sport has its own code of conduct and may result in discipline or missed practices/games due to athlete not following it.
 - Coaches will provide Students and Families with the code of conduct.

ACADEMIC SUSPENSION:

If a student does not pass all classes *at the end of a semester*, that student will be ineligible for competition through the first 3 weeks of the next semester, at which point the student's new grades will be checked and she/he will become eligible with all passing grades.

- a. If a student is not passing all classes *at the time of a periodic grade check*, that student will be ineligible to compete until he/she has provided documentation from his/her teachers showing that the classes being failed have been brought up to a passing grade.
- b. Students must show clearance from teachers by 8:15 a.m. the day of the competition.
- c. Athletes *are* eligible to practice during academic suspension.

Grade Checks - As per WIAA rule, schools can set timetables for their own grade checks as long as they occur within 6 weeks of each other. We will conduct grade checks every three weeks throughout each season.

BIKES, SKATES, SKATEBOARD and SCOOTERS:

Students are prohibited from riding bikes, skates, in-line skates, skateboards, and scooters at school or school activities. These items are to be stored and locked up in a designated area, upon arrival to school and are not to be used until the end of the school day. The school will not be responsible for stolen personal property. Students are expected to bring their own locks. Skateboards/Skates can be stored in student services.

COUNSELING DEPARTMENT: Our counseling department is available to all students. Unless you have an emergency, please fill out a "Request to See the Counselor" form in Student Services, and one of our staff will send for you when they are available

The department also offer various groups throughout the year that deal with issues surrounding anger management, divorce, abuse, and addictions. If you are interested in being a part of one of these groups, don't hesitate to contact your counselor.

Mr. Schubert is our School Counselor

She can be reached at:

SSchubert@sequimschools.org

Ms. Hastings is our Student Support Specialist

She can be reached at:

AHastings@sequimschools.org

Ms. Coffman is our Student Assistance Professional from ESD 114 in charge of:

Drug/ Alcohol and Mental Health evaluations, lessons and referrals.

She can be reached at:

LCoffman@sequimschools.org

DISCIPLINE:

Board Policy 3241/3241P

Failure to comply with school rules and guidelines will result in discipline. Consequences will vary depending on the severity of the incident.

***Refer to the District Student Rights and Responsibilities District Handbook.

- Due to the frequency of certain infractions, student discipline **may** increase, notwithstanding the fact that each individual violation would not warrant such action. Each situation will be handled on an individual basis.

DRESS CODE:

Board Policy 3224

Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- a. Health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- b. Damage to school property will result from the student's dress;
- c. A material and substantial disruption of the educational process will result from the students' dress or appearance.
 - For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

*** If the student's dress or grooming is objectionable under these provisions, the Principal shall request the student to make appropriate corrections. If the student refuses, the Principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action.

***SMS does not allow students to wear hoods inside the building.

ELECTRONIC DEVICES:

Board Policy 3245

Students in possession of telecommunications devices, including, but not limited to cellular phones and gaming devices while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

1. Electronic devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to use the device.
 - a. Phones, electronic devices, and headphones are to be **in backpacks and turned off** during class time and passing times.
2. Students will not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.
3. Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district.
4. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
5. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events;
6. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices. School staff may occasionally give permission for students to use electronics during class.
7. Students who violate this policy will be subject to disciplinary action.

*****Electronics used outside of these times may be confiscated by an Administrator or designee and returned to the student either by the office staff at the end of the period or the end of the day (Administrator discretion). Repeated offences will result in confiscation of the electronic device and will require a parent/guardian to pick it up from the office.**

EMERGENCY DRILLS:

Emergency drills will be conducted monthly throughout the school year. Please take the drills seriously, follow all directions carefully. Directions will either come from your teacher or be announced over the loudspeaker. Please follow all directions precisely and remain quiet until the drill is completed.

FIRE

When you hear a fire alarm, line up and follow the lead of your teacher. Students and the teacher will report to a designated area on the track.

- Exit quickly and quietly according to the plan posted in the room.
- Wait for the bell to ring before returning to the building.
- In the event of a fire, stay low to avoid smoke.
- Be attentive and ready for a change of directions given by your teacher or other adult.

LOCKDOWN

In the event of lockdown (real or drill), a staff member will make an announcement over the intercom, stating "This is a lockdown. This is a lockdown." At that time, all students are to be silent and seated on the floor in an area that is least visible from the hallway door. Students nor teachers may open the door or leave the room for any reason until the lockdown has been lifted. If students are in the hallway when a lockdown is announced, move quickly to the nearest classroom.

EARTHQUAKE DRILL

"Drop, Cover, and Hold On." In the event of an earthquake (real or drill), everyone is to:

- DROP to the ground (before the earthquake drops you!)
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops.

Wait for an announcement that the drill is ended or for further instructions (if a real earthquake).

*****In the event of an evacuation, students will not be able to re-enter the building for personal belonging.**

FINANCIAL ASSISTANCE: All requests for financial assistance programs will be considered without regard to race, color, national origin, gender, or disability. Please see Ms. Stites for more information.

FINES: Fines will be charged when a student loses or damages school equipment, property, or materials. A student must have all fines and accounts paid to receive transcripts.

FLOWERS/BALLOONS/GIFT DELIVERY: **Please do not send** flowers, balloons, or other gifts to school. Flowers violate our “Scent-free” policy and can adversely affect others in the building. Balloons are a distraction and not allowed on the buses. Additionally, we are unable to confirm that these items were sent by individuals authorized to communicate with the student. We understand these things are fun to get at school, but we ask your cooperation in eliminating this practice.

GENDER-INCLUSIVE SCHOOLS:

BoardPolicy3211

SMS believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the SSD recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide all students with an equal opportunity for learning and achievement.

GUM CHEWING: Gum is **not allowed** at Sequim Middle School.

HALL PASSES: Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who abuse this privilege may be denied hall passes.

- **10/10 rule:** Students will not be allowed to go to the bathroom during the first or last ten minutes of the period.
 - If it is an emergency students will be sent to the office to use the bathroom during this time.
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HARASSMENT, INTIMIDATION & BULLYING:

Board Policy 3207; RCW 28A.640.010 and 28A 642.010

At SMS we take **Harassment, Intimidation or Bullying** seriously. We will educate and mediate situations that fall under HIB. Failure to comply with school rules and guidelines will result in discipline. Consequences will vary depending on the severity of the incident. ***Refer to the District Student Rights and Responsibilities District Handbook.

“Harassment, intimidation or bullying” means any intentional electronic, written, verbal, or physical act including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when the act:

- a. Physically harms a student or damages the student’s property;
- b. Has the effect of substantially interfering with a student’s education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- d. Has the effect of substantially disrupting the orderly operation of the school?

“Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images.

HEALTH ROOM: If a student becomes ill at school, they should first report this to their teacher and then report to Student Services. If the student is too ill to remain at school, we will call the parent or guardian to come for the student. Student Services is not equipped to monitor ill students except on an emergency and short-term basis (1 period or less).

- In the event a student encounters serious health problem and must be absent for an extended period, the situation may warrant arrangements for homebound instruction. The school nurse should be contacted to determine the requirements which must be met in order to receive this service.

IMMUNIZATION: Washington Law (**RCW 28A.210.060**) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and Hepatitis B, and Chicken Pox.

LIBRARY: The library lab provides the resources and equipment students need to complete class projects and assignments. The library is generally open before school and during lunches for reading and research. All students are asked to be respectful and adhere to SMS behavior expectations.

Regular books and magazines are checked out for two weeks. Reference materials are only available for checkout overnight. If a student has an overdue book/magazine, they will need to return or pay for the overdue materials before checking out other materials. Students are responsible for any materials checked out in their names.

LOCKERS:

Students will be assigned a locker and lock in their physical education class and are responsible for its care and contents. The assigned locker is to be always kept clean and secure. Sharing a locker is not permitted. Lockers are school property and may be inspected periodically as a general inspection of school property. Lockers may also be searched when there is reasonable suspicion of inappropriate contents within. If a locker does not operate correctly, please notify the teacher. School personnel will retain a master key for all lockers. The school accepts no responsibility for lost or stolen items. Any student who damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. Locks are not to be brought from home and used at school. The privilege of using lockers may be revoked for sufficient cause.

LOITERING:

Loitering is not allowed in any hallway or on campus, during the day or after school hours. After school, students are expected to go promptly home after the last class, unless attending a school activity.

LOST AND FOUND: There is a Lost and Found area near the north entrance to the building. Smaller items, such as phones and wallets, should be turned in/claimed at Student Services. At the end of each quarter, Lost and Found items will be donated to a local charity.

MAKE UP WORK: If classroom assignments are missed because of an excused absence, the student will be given the opportunity to make up the work, without penalty, within the time period identified by the teacher.

MEAL PROGRAMS: Free and reduced-price lunches will continue to be available under the guidelines covering income and eligibility that will be distributed to students and parents when school starts. Families are required to fill out a new application each school year.

Breakfast (7:45-8:05): Provided free of charge for all students for the 2023-24 school year.

Lunch: Lunch is also free.

MEDICATION: Every effort should be made to schedule the administration of your child's medication outside of school hours. If this is not possible, medication will be administered by the district nurse or by the teacher, principal, health assistant or secretary in the absence of the district nurse. Instruction on administration will be provided by the district nurse.

All prescription and non-prescription medication will be kept in a locked cabinet. Prescriptions must have a doctor's note and be cleared through the district nurse. Medication to be given at school will require written permission and instructions from a person licensed to prescribe as described in **RCW 28A.210.260 & 270. (Forms available in the health room).**

Regarding medication to be administered at school:

- Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration must accompany the medication.
- Medication must be brought to school in the original container, appropriately labeled by the licensed prescriber for the prescription drugs, or by manufacturer for non-prescription drugs.
- A record will be kept designating time and date of administration along with the initials of persons administering the medication.
- The person administering the medication shall first examine it to determine if it still appears to be in the original container.
- No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined life-endangering situation. The parent/guardian shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed prescriber (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by staff trained by the district nurse to administer such an injection. This may occur in an extreme life-threatening situation and only when a licensed health professional is unavailable.
- Requests to give injectables other than those given for life-endangering situations will be handled on a case-by-case basis by the district nurse and administrator and will only be given by a licensed, certified district nurse, or, if appropriate, self-administered by the student.

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions.

Non-prescription or over-the-counter medication may only be authorized by a parent and/or guardian and must have written orders from a licensed prescriber detailing name of medication, dosage, time given and expected duration of administration. It will be administered under the direction of the district nurse. A student may utilize tobacco cessation medications under the guidance of a licensed prescriber, with parent/guardian consent and only under the direction of the district nurse. *Misuse of prescription/non-prescription drugs may result in suspension/expulsion.*

OFF AND AWAY: Cell phones may be used outside before and after school. Phones may be used by 7th/8th graders during Lunch/Break time in the Cafeteria, Library and outside. **Phones may not be used by 6th graders during the school day** and **laptops are prohibited for use inside Cafeteria by all grades**. Once a student enters the school building they must turn off their phone and put it in their back pack.

*****Cell phone may not remain in pockets. It must be always in backpack.**

If a student does not follow this policy the following steps will be administered:

1st infraction- Warning from staff member

2nd infraction- Phone will be turned into Office for 1 period.

3rd infraction- Phone will be turned into Office for remainder of day.

4th infraction- School will request a parent conference and student will not be allowed to have a phone during school hours for a week.

5th infraction- School will have parent and student sign a contract that acknowledges no phone at school for 30 school days.

PIERCINGS: There are activities in PE that may, for safety reasons, necessitate the removal of jewelry. Please keep this in mind when getting new piercings, as being new will not exempt a student from having to remove the jewelry. The decision to have students remove jewelry lies solely with the PE teacher.

SCHEDULE CHANGES: Counselors will make every attempt to create a schedule based on student course selections. *Only schedule change request forms submitted within the first three days of the semester will be considered.* Schedule change requests to be with a friend will not be considered. Schedule change requests, they may not be possible due to class sizes and scheduling conflicts.

SCHOOL-SPONSORED EVENTS: Students at all school district sponsored events must follow the Sequim School District rules and regulations and are subject to the authority of school district employees whether the event occurs on or off school grounds. Students who have been suspended from school may not attend after-school or evening events during suspension.

SELLING ITEMS AT SCHOOL:

The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated, law authorities may be contacted, and discipline may be assigned.

SIGNS, BULLETIN BOARDS, & DISTRIBUTION OF MATERIALS:

The distributing of information, placement of material on bulletin boards, or the placing of signs throughout the building must have prior administrative or designee approval. Posted material should not be taken down except by the person/organization who posted it or by the principal or designee.

SHARING CONCERNS WITH STAFF: From time to time, you may become aware of a situation that needs to be reported to an adult. This may include bullying, harassment, weapons, drugs/alcohol, theft, etc. It's important for you to realize that without your help, some problems may never be solved. When you think a situation should be reported, start with the adult staff member closest to the situation – for instance, the classroom teacher or hall monitor. That person can then decide whether to address the situation directly or refer it to an administrator. **Incident Reports** are in Student Services. Filling out an Incident Report helps us investigate and solve problems at SMS.

STUDENT PROPERTY: Students should leave items of value at home, including large amounts of money. The school cannot be responsible for loss of students' personal property. Any item(s) that create a disruption to the educational process may be confiscated and a parent may pick up.

TELEPHONE: The Student Services student phone is available for student use before school, during lunches, and after school. Unless it is an emergency, please do not ask to use the Student Services phone during class times.

TEXTBOOK/DEVICE RULES: Textbooks/Devices are furnished by the School District. Students are responsible for the condition of and/or loss of their books/devices. Fines will be applied for damaged/lost items.

VISITORS: During school hours or for a teacher conference, parents must sign in to the office and obtain a visitor's pass. To pick up homework or to leave a message for a student, parents may go directly to the Student Services office. Parents, please make arrangements with the classroom teacher beforehand and receive administrator approval to visit or sit in on a class.



**Sequim Middle School Students
BEHAVIOR EXPECTATIONS**

Student Conduct Expectations

AEROSOL SPRAYS: We are a SCENT-FREE school. Students are not to wear perfumes or scented lotions, aftershaves, or any other scented product. Students are prohibited from spraying aerosols within classrooms, hallways or on other people or their belongings. This includes but is not limited to strong deodorants (Axe), perfumes, prank sprays, etc. Scented products can cause reactions in others including, but not limited to, migraines, asthma attacks, nausea.

CHEATING / PLAGIARIZING: Plagiarism is the taking of language, ideas, or thoughts from another person or source and representing them as your work. Students who plagiarize papers or projects or are involved in any other form of cheating will be subject to redo of assignment and disciplinary action for a first offense. For a second offense a student may be subject to removal from class and/or a failing grade and further disciplinary action.

DRESS AND APPEARANCE: DRESS CODE:

BoardPolicy3224

Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, here is a reasonable expectation that:

Health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
Damage to school property will result from the student's dress;
A material and substantial disruption of the educational process will result from the students' dress or appearance.

For purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

Prohibited clothing/items:

- Messages or clothing which can be interpreted or give the impression of:
 1. Having a sexual, vulgar, violent, hate, or profane message*
 2. Referencing alcohol, tobacco, drugs, or gang affiliation*
 3. Clothing that may be interpreted or offending any group of people, i.e., race, religion, or sexual preference*
- Hoodies (may be worn at lunch recess and after school)
- Sunglasses or any item which covers the eyes
- Any clothing that reveals an undergarment (bra, boxers, underwear)
- Jewelry or items with spikes or sharp edges, i.e. fishhooks, spike bracelets/necklaces, jewelry with shape edges.
- House slippers or the wearing of blankets.

***** If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action.**

*****The final decision on prohibited clothing lies with school administration.**

FOOD /BEVERAGES: Drinks outside of the cafeteria must be in a container with a twist-on lid. Food, candy, and beverages are not allowed in hallways or Town Center. Food and drink in the classroom are at the discretion of the classroom teacher.

FORGERY: The forging of parent/guardian, teacher, or another student signature on any letter to the school or on any school document will result in discipline and/or suspension.

GAMBLING: Gambling on school grounds is not permitted unless sanctioned by State law.

PHYSICAL EDUCATION: Gym shoes, socks, athletic shirts, and athletic shorts are a required part of the physical education uniform. In the interest of good health, **no body jewelry is allowed**, Gym clothes must be taken home regularly for washing. Students are not to take their PE class in the same clothes that were worn to school that day. Any student asking to be excused from physical education due to illness must bring a written excuse from his/her parent(s) and/or guardian(s) to the PE teacher. If it is necessary for the absence to extend more than 3 days, a doctor's note is required at the school office. PE teachers will issue locks and lockers for storage of physical education gear and valuables. **LOCK UP YOUR VALUABLES!** For repeated non-dress, discipline and/or loss of credit may result.

PORNOGRAPHY: Pornography of any kind is not appropriate on the SMS school campus. Any use or possession of pornography will result in law enforcement involvement and school-based consequences.

PUBLIC DISPLAY OF AFFECTION: Handholding is considered an age-appropriate display of affection and is allowed.

****Kissing, embracing, long hugs, etc., is not allowed at school. Students failing to respect this policy may result in disciplinary action.

REFLECTION SHEET POLICY: A Reflection Sheet (Think-Time) is a low-level consequence designed to assist the teacher in dealing with disruptive behavior in the classroom. The student is asked to leave the room to reflect on their behavior and how they might correct the behavior. The student completes a brief statement indicating his/her commitment to correcting the problem. The student can return within a few minutes. This is a pro-active approach to discipline which will hopefully refocus the student by allowing them time to reflect and correct disruptive behaviors.

TOBACCO, ALCOHOL, DRUGS: Using or possessing tobacco (cigarettes or vapes), alcohol, or drugs (including prescription/non-prescription not administered by the school nurse) is prohibited and will result in disciplinary action or suspension.

WEAPONS: Using, possessing, or imitating the use of weapons will result in an immediate ***Emergency Expulsion*** and a referral to law enforcement. The Emergency Expulsion may or may not be converted to a suspension or expulsion pending an investigation.

RESTORATIVE ROOM: Our Restorative Room is a quiet room with desks/tables, and the resources necessary for students to reset. Students check in and out of the and receive the assistance of a staff member in identifying assignments or SEL lessons that need to be completed while there.

Students may be in the Restorative Room for a variety of reasons including, but not limited to Lunch detention, In School Suspension or during afterschool suspension. Students who are unable to participate in P.E. due to injury or illness may be in the Restorative Room while completing a P.E. packet in lieu of class participation.

As needed, there may be Social Emotional Learning groups, Vape, Drug or Alcohol Education ran in the restorative room.

All Children are Capable of Success, No Exceptions!

I am a kid at hope. I am talented, smart, and capable of success. I have dreams for the future, and I will climb to reach those goals and dreams every day.