

Smithfield Middle School

STUDENT HANDBOOK

2022-2023



*Home of the
Proud
Raider Nation!*

Raiders are learners, achievers, and leaders!

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Welcome Home

High Expectations = High Student Achievement

During this time of your life, EDUCATION is your career. Basic job expectations:

Be Present: Attend school and don't miss out! 90% state requirement

Be Punctual: Be on time to each class; complete **ALL work on time.**

Be Prepared: Take all supplies, homework, chromebook, and a library book to class daily.

Be Polite: Well-mannered, honorable and courteous.

Participate: Get involved in class discussions and school activities.

Mission Statement

Smithfield Middle School seeks to provide all Raiders a safe and positive environment while encouraging a commitment to continued academic and social growth through challenging and meaningful learning opportunities in order to create resilient lifelong learners, leaders, and achievers in society.

Growth-Connections-Service

Business Hours

The reception lobby is open 8:00am until 4:00pm. The doorbell will ring in the reception lobby, not the front office. . The receptionist's duty hours end at 4:00pm. However, there will be someone to answer the door until 4:15 for those with whom a parent or student have made an appointment. All meetings with teachers are by appointment only. Teacher duty hours are 8:15am to 4:15pm

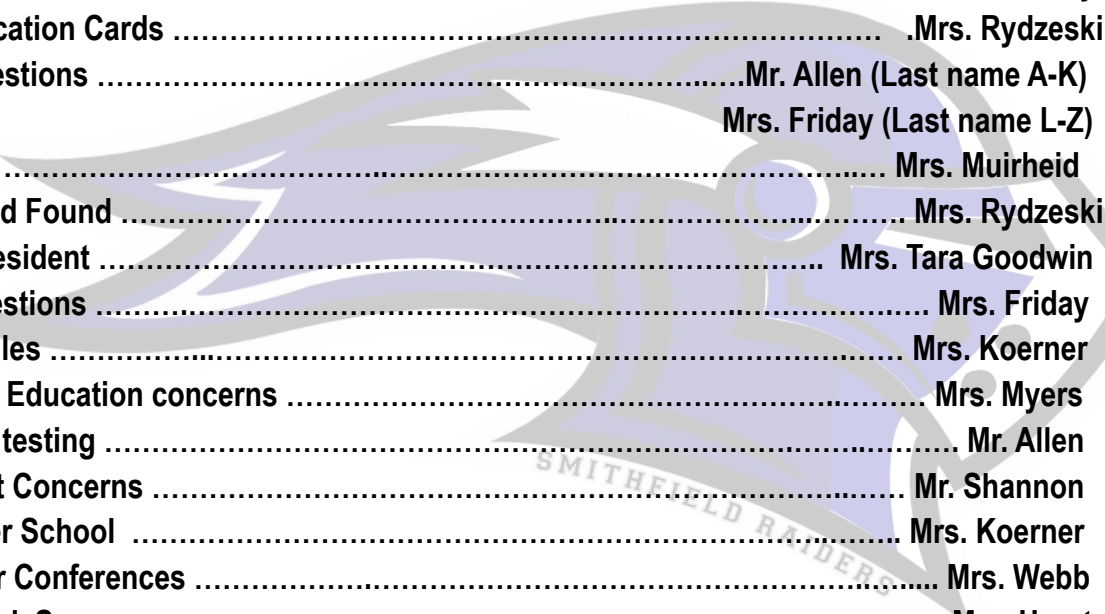
The tardy bell will ring at 8:40am for first period to start. Students who aren't in class when the tardy bell rings will be recorded as tardy. At the end of the day, students are encouraged to attend tutorials with their teachers. All other students need to exit the building and leave campus by 4:10pm

Supervision begins outside on the south end of the building at 7:45am. The cafeteria opens at 8:10am for breakfast at the entrance by the bike racks. Allowances are made for weather below 40 degrees. Students are also welcome to come in the cafeteria and visit with their friends on tables 9-14. Unless going to tutorials or detention, students are not allowed in the halls before 8:32am.

Smithfield Middle School

8400 Main Street, North Richland Hills, TX 76182
(817) 547-5000

Please keep this guide for future reference.



Absent Call-ins, Early Dismissals, Withdrawals	Mrs. Louton
Athletics—Boys	Coaches Bird, Dierks, Joe, Vasquez
Athletics—Girls	Coaches Hubbard, Rose, Sanders, Trussell
Band.....	Mr. Schechter
Bus Transportation Questions	817-547-5830
Smithfield Calendar	Mrs. Friday
Child Nutrition Manager.....	Mrs. Jackson
Choir	Mrs. Crawford
Chromebooks.....	Mrs. Rydzeski
Eighth Grade Awards	Mrs. Friday
Identification Cards	Mrs. Rydzeski
504 questions	Mr. Allen (Last name A-K) Mrs. Friday (Last name L-Z)
Library	Mrs. Muirheid
Lost and Found	Mrs. Rydzeski
PTA President	Mrs. Tara Goodwin
RTI questions	Mrs. Friday
Schedules	Mrs. Koerner
Special Education concerns	Mrs. Myers
STAAR testing	Mr. Allen
Student Concerns	Mr. Shannon
Summer School	Mrs. Koerner
Teacher Conferences	Mrs. Webb
Yearbook Sponsor	Mrs. Hurst

[See the Smithfield website for e-mail addresses of all staff.](#)

ACADEMIC DISHONESTY:

Students should remember that their work is their own and is not to be shared with other students. We encourage students to help each other by showing them the process of arriving at an answer. A student who gives answers or allows his/her work to be copied is just as guilty of cheating as the student who uses another person's answers and represents them as their own. Other examples of academic dishonesty are plagiarism and unauthorized communication between students during an examination. Assignments are not allowed to be redone, nor are the tests allowed to be retaken if academic dishonesty has occurred.

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. In some instances, this conduct will prevent students from being inducted into the National Jr. Honor Society or an 8th grader from receiving awards at the end of the year. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation or information from students. District policy requires that all incidents of academic dishonesty be reported to campus administration.

ACTIVITY NIGHTS:

Activity Nights provide an opportunity for students of Smithfield Middle School to socialize in a well-chaperoned atmosphere. Activities include music provided by a DJ, carnival games, board games, dancing, an obstacle course & basketball. Only SMS students are allowed inside. If parents are interested in serving as a chaperone, please contact the PTA Volunteer Coordinator.

At the time of this printing, our first activity night has been scheduled for September 16, 2022. It begins at 4:30pm and ends at 6:30pm sharp. Please have your parents pick you up promptly at 6:30pm.. Once students have entered the building for these functions, they will not be allowed to leave until it is over, unless a student's parent comes inside to pick them up. Students may only leave early with their own parent.

Tickets are pre-sold during lunch the week of activity night, but may also be purchased at the door for a dollar more. Food and drinks will be available for purchase. In order to attend, students must be at school on the day of activity night and free of zeros and disciplinary action. We will have another activity night on April 14, 2023.

ALCOHOL, DRUGS, TOBACCO, AND WEAPONS:

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, vaping products (felony), guns, or other weapons on school property or at a school related or school-related activity, on or off school property. Vaping, smoking or use of any tobacco products including

electronic cigarettes on school property or at any school-related or school-sanctioned activities (on or off school property) is illegal and students are subject to disciplinary consequences.

ATHLETICS: Athletics is for 7th and 8th graders who want a more competitive environment than is provided in the physical education class. It is not only competitive in the sense of playing other schools, but is competitive between student to student. Athletes must compete against each other to try out for the various teams. Even though an athlete may make the team, playing time against other schools is not guaranteed. Seventh graders must be at work-out as early as 6:30am and eighth graders may work-out as late as 5:30pm. Games are on Mondays, Tuesdays and Thursdays, depending on the grade level and sport. Students in volleyball, football, cross country and basketball are usually home between 7:30-8:00pm on game days. Track meets may run until 9:30pm or later. Tennis and gymnastics are off SMS campus and those times will be given by that coach.

All athletes must sign the BISD Honor Code, have a physical, and fill out the necessary paperwork in order to participate. Those forms can be found on the Smithfield website under athletics. Students who are not prepared by the end of the first week of school may be dropped from the program. Students must pass all their classes in order to compete. Students who are ineligible to compete due to grades or behavior may be dropped from the program. Athletics is a lot of hard work and takes a great deal of time and effort. It is not just a social gathering and is not for everyone.

ATTENDANCE: Regular school attendance is a vital part of a child's potential academic success and growth. State law requires students in grades 1st- 8th attend school for a minimum of 90% of the 180 days (162 days) of school during the regular school year to be promoted. Mrs. Louton will send out reminder letters as students get close to being out of compliance. Once out of compliance with the 90% law, students are allowed to make up time before and after school in order to regain the 90%. Students absent more than 10% (9 days per semester) may appeal a student's failure to be promoted due to excessive absences, *if extenuating circumstances exist*. Call Mrs. Louton for information regarding such an appeal.

Parents are required to inform Mrs. Louton of any change in address or telephone number. Students who move out of zone or out of district and fail to inform the school can be withdrawn immediately.

A student absent from school or from any class without parental knowledge, will be considered truant and subject to disciplinary action. Once a student is on campus in the morning, he/she may not leave campus without administrative approval.

In the event of an absence, it is the responsibility of the parent/guardian to call the Attendance Office to inform Mrs. Louton that the student will not be present. If telephone or online contact is not made, a note from the parent stating the reason for the absence must be taken to the Attendance Office within three days of the student returning to school. After three days, the absence will stand as unexcused. Parent notes or call-ins are only accepted for up to six absences. Upon the 7th absence and beyond, only an official written doctor's or court order will be an excused absence.

*Unexcused absences will have a 10-point minimum deduction on work turned in or a 20-point maximum if the student was truant. Extra time for assignments is not given if a student was truant the day an assignment was due or given.

A student who is not physically present at the time attendance is taken may be considered present if the student is temporarily absent due to an appointment with a health-care professional. The student must return to school on the same day of the appointment with a note from the health-care professional. However, when considering perfect attendance for the 8th grade awards, certificates are only given to those who were physically present every class period, every day, with the exception of school-sponsored field trips.

Early Dismissals: Students who leave the building during the school day must be cleared through the Attendance Office. *A note from a parent requesting the early dismissal should be brought to the main office before the student's first period class.* The note must include the date, full name, grade, reason for dismissal, parent's signature, and phone number where the parent can be reached.

When picking up a child for an early dismissal, the adult must come into the reception lobby and show a picture ID. We will not be able to call a student to the office to wait for his/her ride to arrive. We also do not take early dismissals over the phone. We do not release students after 3:35pm. Students will **ONLY** be released to individuals named on the student's enrollment record. **NO EXCEPTIONS**

With the teacher's permission, students who become ill during the school day may report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Students are not allowed to use a cell phone during the school day to ask to be picked up. They should report to the nurse for that call to be made. Use of the cell phone without teacher approval will result in a discipline referral. For example, if a parent arrives to pick up a student due to illness, but the nurse is unaware of the illness, a referral is issued if the cell phone was used to make the call without permission.

Withdrawal from SMS: If a parent wishes to permanently withdraw a student from SMS, the parent must notify Mrs. Louton either by phone or e-mail. When possible, at least two days' notice should be given to allow time for the teachers to compute grades and clear all records. All textbooks, library books, chromebooks, chromebook charger, etc. will need to be returned. All fines should be paid by the student's last

day. The parent will sign the withdrawal form and indicate to where the school records should be transferred.

BEHAVIORAL EXPECTATIONS:

We encourage students to learn and accept responsibility for their actions and decisions while at Smithfield Middle School. We endeavor to guide students to be of good character and to be honest, trustworthy, caring, and respectful. We feel these attributes will make them successful, not only in school, but also in life. We ask that students discipline themselves so that others won't have to. If there is a misbehavior problem, consequences may include lunch detention, after-school detention (4:10-5:30), Friday night school (from 4:00pm to 6:00pm,) in school suspension (ISS), home suspension (OSS), reverse suspension, or a disciplinary alternative education program (DAEP).

Smithfield Middle School strives to build a culture of respect and inclusion among all students and adults every day. We believe students deserve to learn in an environment that promotes safety and self-worth. Actions from students that would disparage others due to their race, nationality, gender, sexual orientation and/or religious or spiritual beliefs is not acceptable and will be addressed with zero tolerance .

Items to be left at home and not brought to school:

- Permanent markers
 - Knives (including pocket knives & X-ACTO knife)
 - Electronics not used for an educational purpose
 - Aerosol cans of anything
 - Liquid White-out substances (white out tape is fine)
 - Toys: including rubber bands, staples, spinners and other non-educational items
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- **Skateboards:** Skateboards may not be ridden on school grounds nor brought into the school building. If a student brings a board, he/she must find a place outside to store it during the day. Rule of thumb: If the skateboard cannot be locked up outside, don't bring it to school. SMS is not responsible for lost or stolen bicycles or skateboards.

Unless being used for an educational purpose AND with teacher permission, cell phones, should be powered off and stowed away during the school day. All electronics (including Airpods/Ear buds/Headphones) used without permission will be confiscated, and a parent must pick it up from the school office. They will not be returned to the student.

Prohibited behaviors

- **Racial/Ethnic/Religious/Sexual Orientation Slurs**—The standard of judgment will apply to ALL students regardless of intent, race, nationality, gender, sexual orientation and/or religious or spiritual beliefs.
- **Bullying, harassment, cyber bullying, profanity, name calling, theft**

- Being behind a teacher's desk or around his/her personal items w/o permission
- Removing items from a teacher's desk, even if it's yours, without permission
- Engaging in loud behavior in the halls and learning labs [Zone, Hub, Globe]
- Being in the building after the 4:10 bell without permission.
- Riding bikes and skateboards on campus—must walk or carry them.
- Running / Chasing / Horseplay
- Outside fundraising (cookies, flowers, etc.) without prior principal approval
- 4:10 ALL STUDENTS MUST BE OUT OF THE HALLS. With permission, students may be in a specific classroom for tutorials, UIL, clubs or detention.

BUS TRANSPORTATION:

All secondary students riding a bus will be required to wear their student ID. Bus routes, pick-up and delivery times are all arranged through BISD transportation. Smithfield Middle School has no authority in these matters. If you would like bus information, please go to the transportation website.

CONDUCT ON THE BUS

- Remain properly seated (facing forward keeping feet on the floor in front) at all times and not block the center aisle.
- Once seated, do not change seats.
- Seatbelts must be worn when available.
- Refrain from loud noises which may distract the driver creating an unsafe ride.
- Use of profane or vulgar language is not permitted.
- Keep arms and other parts of the body inside the bus. • Do not throw an object inside or outside of the bus.
- Do not mark, cut or scratch any part of the bus. Repair costs from vandalism will be assessed to the responsible person. *Failure to reimburse the District will result in loss of riding privileges plus other penalties deemed appropriate by the District.*
- The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
- Do not engage in any conduct which might distract the driver from watching the road or disrupt the safe operation of the bus.

PROHIBITED ITEMS--Do NOT bring the following items on the bus:

- Tobacco, vapors and electronic cigarettes
- Live animals or insects
- Food or drinks
- Glass containers
- Alcoholic beverages
- Skateboards without written permission from both the Principal and Transportation Director
- Lighters or flammable materials which include helium balloons
- Weapons, explosive devices, harmful drugs or chemicals

- Any object (musical instrument, shop project, athletic equipment, skateboard, etc) too large for you to carry yourself and hold in your lap. Large items may not take up seat space designed for students.
- Items which block the view of the driver

Students who fail to comply with the established rules of conduct using school transportation may be denied transportation services and may be subject to disciplinary action.

Going home with someone else? BISD transportation is not allowed to take anyone home on a bus that does not qualify for transportation.

BREAKFAST:

The cafeteria opens at 8:10am, and breakfast is served from 8:10am to 8:32a.m. Breakfast is not served after 8:32am. Students must use the south side door to the cafeteria when entering the building and sit at tables 1-7. Once students are in the cafeteria, they may not leave to go outside, or roam the building. Tutorials are the exception, and the tutorial check-in system will be displayed for students to see live updates regarding teacher availability. If a student needs to make a deposit into his/her lunch account, he/she should bring money at this time, if not done online.

CAFETERIA EXPECTATIONS: Courteous behavior should include standing semi-quietly in the lunch line, speaking politely to the food servers and custodial staff, and being prepared to purchase your food when it is your turn in line. As long as behavior is appropriate as a group, students will be allowed to sit where they wish.

- Pens, pencils, markers are not allowed in the cafeteria unless being used in lunch tutorials.
- Once students go through the line, the only reason to get up again is to throw away trash and put up their tray, or to get a snack. Other than the exceptions listed, students should remain seated at all times.
 - “Listen up once, twice, three times” means to stop talking. This will happen three minutes before the bell rings. We ask that students be silent for 3 minutes while we dismiss. Students still talking or making noises will be assigned restricted lunch, on the stage, for a minimum of two days.
- Speed walking or running on the way to lunch, during lunch, or leaving lunch is not allowed. Restricted lunch or detention will be assigned.
- Cutting in line also results in restricted lunch. Students should not get in line unless they are there to buy food. If a student moves up in line to “just talk to friends,” it will be assumed they are cutting in line and consequences will apply.
- Students may put away their trays at any time. Since tables will be dismissed 3 minutes before the bell rings to go to the restroom, it is advised that students prepare for that in advance.

- Absolutely no food or drink, with the exception of plain water, may be taken from the cafeteria.
- The tables that are clean on top and clean on the floor, will be the first ones released.
- Cell phone and other electronics usage is not allowed unless given permission by an administrator.
- We do not deliver lunches to students. If you forget your lunch, please tell your parent to have it labeled and dropped off no later than 10:30 am. It is the student's responsibility to pick up their lunch from the office prior to entering the cafeteria. We do not have personnel to deliver during 4th or 5th periods.

Please remember: Due to safety reasons, we will not accept any food from a delivery service such as Uber Eats, Grubhub, Doordash, Jimmy Johns, Dominoes, etc. We will not be responsible for refunding any money that might be lost due to refusing to receive the order.

- Students are always allowed to bring a lunch from home if they do not like what is being served in the cafeteria that day.
- Microwaves are available to all students; however, it cuts into the time they have to eat.
- No child is ever denied an opportunity to have lunch and every effort will be made to provide a lunch to any child we know is in need. We only ask that the child makes us aware of the situation.

Studies show that good eating habits support student performance in school. Students who eat healthy meals (not all sugar) have better attendance, score higher on tests, make fewer trips to the nurse, and have fewer discipline problems.

Cafeteria FAQ:

How much do meals cost?

Breakfast \$1.50

Lunch \$2.90

Extras, such as snacks, deserts and bottled water; can be purchased with additional funds.

*During the 2021-2022 school year, Birdville ISD was able to provide meals at no charge to all students through a waiver from the United States Department of Agriculture. For the 2022-23 school year, the Department of Agriculture will no longer allow school districts to offer free breakfast and lunch for all students. [You may apply here](#) for free and reduced lunches.

Where do I go to put money in my child's account? Parents are encouraged to deposit money online at any time with the website MealPayplus.com or a student may bring money to the cafeteria before school.

Will students have the same lunch code as last year or from elementary school?

Yes, it is the same 6-digit code used in all BISD schools. New students and students who forgot their number will find their lunch number on their schedules labeled *Other I.D.* It is important that students not share their lunch numbers with anyone.

CLUBS/EXTRA-CURRICULAR/CO-CURRICULAR:

As a student at Smithfield Middle School, it is important to find a group to join. Research shows that students who are involved in at least one activity at school will be more successful than those who isolate themselves.

Fine Arts are both extra-curricular and co-curricular. Students who qualify will participate in the extra-curricular UIL competitions art, theatre, band and choir. Most concerts and some plays are co-curricular, meaning they are an extension of the classroom; it is a part of their grade.

Students absent from classes are not allowed to participate in extra-curricular activities beyond the school day without an administrator's approval. Students must have passing grades, and in most instances, no zeros; in order to compete or participate in performances outside the school day.

The following is a list of our existing clubs:

- **American Sign Language Club:** The ASL club provides an opportunity for students to communicate using sign language, learn new signs and learn about the culture of the deaf and hearing impaired. It is open to all students.
- **Art Club:** Creative brains come together to create artwork! Art club is open to all students who enjoy all mediums of art. A student is not required to be in an art class to be in the art club. Art club meets after school, once a month, to create amazing artwork. In the past, they have created comic books, posters and sculptures.
- **Book Bites:** *Book Bites* is open to all students who like to read. Each year they read/listen to some great books from the Texas Star Reading List. The book bite crew will have snacks and meet in the library. 8th graders will be eligible for awards if they read enough books.
- **Raider Theatre:** Raider Theatre provides students with an opportunity to participate in supervised creative dramatic activities of all shapes and sizes. Monthly meetings will focus on developing skills in all aspects of theatre including impromptu skits, character development, team building, technical theatre, and much more! Raider Theatre is open to all SMS students.
- **Engineering Club:** The engineering club is for all students who like design challenges, using Makerspace, computer coding and solving problems. Students will use math and science skills to complete a hands-on activity.

- **National Junior Honor Society:** The Smithfield chapter of the NJHS is a service organization in which membership is based on four criteria: scholarship, leadership, character, and service. Academic criteria will be either 98 or above weighted average or 94 and above for a non-weighted average. Qualified students must apply and get recommendations from their core teachers in order to be considered. It is an honor bestowed upon individual students in the 7th and 8th grade by the faculty and administration. Students who are inducted into NJHS are required to complete a minimum of 10 hours of community service each semester, maintain a high overall GPA in all core subjects, and stay within the Honor Code and the SMS Code of Conduct.
- **Scrabble Club:** Scrabble is the original “Words with Friends.” The only difference is it’s played without electronics. It’s a great way to socialize and build vocabulary at the same time. The Scrabble club is open to all students.
- **Scribes:** Do you like to write? Are you a poet? A Novelist? Is writing your thing? Scribes is the place for you. This club meets in the library monthly.

Yearbook Staff: The yearbook staff is for 8th graders who are interested in photography and the makings of a school yearbook. Students attend activities and take photos of students and staff for the Raider Yearbook. If photography is not your thing, you may be charged with the lay-out and design of the book.

If any student would like to start a club, he/she must submit a proposal to Mr. Turner with the following information: purpose of the club, requirements for continued membership, names of the two faculty sponsors, and anticipated meeting days/dates. The proposal form may be acquired through Mrs. J. Webb in the office.

CONFERENCES:

Teacher conferences are often important in assuring a student’s academic success. To make an appointment with one of your child’s teachers, contact Mrs. Webb between the hours of 8:45am and 4:00pm, giving the teacher 24 hours notice. Conferences are scheduled during the teacher’s conference period, which can be found on the staff/faculty tab of the SMS website. Most meetings will be held through Zoom, for parent and teacher convenience, but may also be held face to face if the parent would rather come to the school. Please tell Mrs. Webb which way you prefer to meet.

Unless absent, teachers will respond to parent phone calls and emails, during their conference period, within 24 hours, which might be the next day. Please allow them the twenty-four hours as they are working with and for our students. Again, parents will not be allowed to “drop in” before or after school to speak with a teacher. This is tutorial time for students and the teachers are volunteering their time.

Admission, Review, and Dismissal (ARD) and Section 504 meetings are held once a year and will be scheduled by the diagnostician/ARD facilitator or the counselor/administrator respectively.

CONFLICTS:

We highly encourage all of our parents to assist their child by helping them address and solve any issues the student may have, on their own. If a student has a conflict with someone else, we don't do them any favors by diving in to rescue them without giving them the opportunity to solve the problem on their own before getting directly involved. They will need your assistance by talking it out with you.

Guide them, but don't do it for them. We never want to deny a child the chance to successfully solve a problem on their own. We feel that this is an important step towards creating responsible and independent young adults.

GUIDELINES THAT WILL HELP IN HAVING THOSE CONVERSATIONS WITH YOUR CHILD: If the conflict is not physical, the child should first try to discuss it with the other person in an effort to make it better. If needed, he/she should tell the teacher in the classroom or the closest adult in the hall what is happening.

If after the teacher has had an opportunity to address the situation and if it doesn't solve the problem, the student should ask his/her teacher to go to the office to see Mr. Shannon, after instruction is complete. This is especially important if someone feels he/she is being harassed. Teachers will allow the requestor to leave the classroom once the lesson has been taught and students are working independently. Mr. Shannon is an expert in conflict resolution and will attempt to help the student to remedy the situation. If he feels it is necessary, he will have the student complete an incident report and/or alert the assistant principals.

If the conflict is with school personnel, the student should discuss the concern with the teacher in private, before or after school. In accordance with School Board policy, speaking with the teacher is always the first step for the student or the parent. The student may then want to come talk with a counselor or assistant principal for guidance.

DRESS CODE—this is different from the elementary dress code and will be enforced:

As the *School of College Readiness*, our goal is to have our students look like young men and young women who take pride in their personal appearance and carry themselves with class. The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. The following is based on the BISD Secondary Student Code of Conduct ([pg.17-20](#)) and Smithfield Middle School Policies:

SHIRTS/TOPS/DRESSES:

- Shirts, tops, skirts, and dresses should be modest and appropriate for all scheduled classroom activities

- **Prohibited**—Oversized clothing, Tank tops (straps less than 2 inches), Tank top dresses, Revealing or low cut tops or dresses, Fishnet shirts, See-through clothing (without a shirt underneath), shirts that are Crop Tops, Halters, Strapless, Backless or have Spaghetti-type straps
- Clothing covers undergarments, undergarment area, and midriff
- Clothing with images or language depicting hate speech, profanity, pornography, drugs or alcohol (or any illegal item or activity) are prohibited.
- Clothing with images or language that creates hostile or intimidating environment based on any protected class or consistently marginalized groups.

PANTS/SHORTS/LEGGINGS/FORM FITTING PANTS:

- Students may wear fitted pants, including opaque leggings, skinny jeans, and yoga pants. Form-fitting or skin-tight bottoms of Lycra, spandex, or any other similar material are prohibited.
- Ripped jeans that are modest and respectable. All shorts are to be worn without holes and not shredded/ripped. Pants may not expose the skin above 5” from the knee and must be presentable.
- No sagging. All pants/shorts must be worn as intended at the waist or hips. Oversized clothing shall not be worn to school or to any BISD function. “Bagging or sagging” pants or shorts are strictly prohibited. Belts must be used appropriately. The office has a pair of suspenders or belt if a student needs help keeping his/her pants from sagging that day.
- Pajama pants and swimsuits are not appropriate for school.

FOOTWEAR, CAPS, & MISCELLANEOUS:

- Hats (of all types) or head coverings (bandanas) are not to be worn or brought to school unless approved by the principal. Unless there is a medical justification, no sunglasses are to be worn in the building.
- Hoodie sweatshirts (wearing the hood overhead is not allowed inside the building). The face and ears must be visible to school staff.
- All students must wear appropriate footwear at all times. Wheeled shoes and house shoes/slippers are not appropriate for school. Flip flops are not permitted during athletics and P.E.

- Accessories that could be considered dangerous or could be used as a weapon are prohibited.
- Student's hair shall be clean, neat, and well-groomed.
- Heavy chains, spiked jewelry or "grills" are against district policy. Pierced body ornaments must be restricted to the ear and single facial stud.
- The District prohibits pictures, emblems, tatoos, or writing on clothing that is lewd, offensive, vulgar, suggestive, or obscene; that depict the occult, that represent gang membership, that advertise tobacco products, alcoholic beverages, drugs or any other substance object, or activity restricted by law, BISD Board Policy, Sudent Code of Conduct, or other district rule. The district also prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause a disruption of or interfere with normal school operations.

Students shall be given an opportunity to correct a dress code violation if possible. We have clean clothes available if needed. If a student is late to class due to being out of dress code, a tardy will be recorded. If the dress code issue cannot be corrected immediately, the student will remain in the office until someone can bring the student a change of clothes.

Repeated violations shall be considered defiance of authority & will result in disciplinary action. Once the child is within the parameters of the dress code, she/he will return to class. They are responsible for any work missed due to missing class.

It will save a lot of time and stress if parent guardians will make sure their students follow the dress code so that proper clothing does not have to be brought to school during the day. We appreciate parental assistance in this matter.

ELECTRONIC DEVICES:

Per district policy, "middle school students are required to keep their devices turned off and stored away; they may only be utilized in the classroom when the teacher deems it appropriate as an instructional tool for educational purposes." Since all students are issued a Chromebook, cell phones will seldom be needed for school. School issued or personal electronic devices may not be used in the hall, restrooms, cafeteria, or athletic area during the school day. District employees may confiscate any electronic communication device if it clearly is not being used with permission and for an educational purpose in the classroom. Confiscated electronics will not be returned to the student. The student's parent or guardian is required to come to the office for its return at the end of the school day.

We ask parents not to call or text students during the school day as the same consequences apply no matter who the student is communicating with. There is a phone in the office that students may use with a pass from a teacher, for emergency purposes. If an emergency arises and a student needs to call a parent, he/she may request to use the a school phone or ask an

administrator during lunch to use his/her cell. The student will be sent to a designated location to use their cell phones for parent communication during lunch.

Electronics are also not allowed in detention or tutorials without permission. These devices include but are not limited to computers, cell phones, games and mp3 players. Of course the student's computer is allowed to be used in detention, if it is for an educational purpose and with permission.

A student shall not record the voice or image of any person by any electronic method (i.e. video, audio or camera) while on any school property without express consent of that person. This does not include public events such as fine arts or athletic events.

If a student's electronic device is damaged or stolen while on campus, BISD is not liable for the replacement or repair of the device. If a school issued Chromebook is lost, stolen or damaged, it is the responsibility of the student's parent to replace it.

Repeated violations of usage may result in restrictions for use or loss of the privilege of carrying electronics.

In addition, air pods, ear buds, head phones, or any listening apparatus will be held to the same standards and consequences listed above.

FIRST DAY OF SCHOOL: August 17, 2022

It is important for all students to print their schedules the night before school starts. Changes will be made frequently in the week prior to school starting. Students who forget to do that should report to the cafeteria for help getting to 1st period. Volunteers will be on hand to assist all students in finding classrooms.

Students should bring their folders, notebook paper and something to write with on the first day. All students in physical education, 7th and 8th girls athletics, and 7th grade boys athletics should come to school the first day with their combination (not key) lock. Lockers for tennis are optional and therefore a lock is not required unless the athlete wants a locker.

Athletes, who don't have a current physical on file in BISD should come to school on the first day with a completed physical. Tennis and gymnastics athletes should take their physicals to the coach on the first day you report to your sport (second day of school.)

HEALTH CLINIC NEWS:

All 6th graders should have already had the required vaccines prior to entering 6th grade.

In addition to the 6th grade vaccinations, all 7th graders must have the tdap booster, and menactra (MCV₄), before enrolling. A copy of the up-to-date immunization record should be given to the nurse on the first day of school.

MEDICATIONS: If your child requires any prescription medication to be given at school, including Epipens and inhalers, a medication permit with a doctor's signature must be given to Nurse Rodriguez, as well as the medication itself. Any medicine that is to be taken on an "as needed" basis (over-the-counter meds), must be turned into the nurse and have a medication permit with the parent signature. These meds will be given on an as needed basis.

All medication must be in the original, properly labeled container and NOT be expired. Parents should plan to pick up student medications on May 24th and 25th as they will not be sent home with the students.

GRADING POLICIES:

Student grades shall reflect mastery of state objectives, which have been related to the essential knowledge and skills. Students who receive failing grades on a major test or other assessment that has a major impact on the grade, shall have an opportunity to receive remediation before or after school in tutorials and then be reassessed for mastery within five days. The reassessment will be based on the same concepts but a different format from the original assessment. Each teacher will assist as needed. Academic dishonesty eliminates any opportunity for reassessment.

Reassessment on daily work is at each teacher's discretion, whether or not they provide reassessment. Students should contact the teacher with any questions they may have about a particular subject. Students who are not mastering concepts/skills at 85% or above on a major grade, shall have the opportunity for additional assistance through re-teach/remediation (tutorials) at a time set aside by the teacher, usually before or after school.

HOMEWORK:

BISD believes homework is an important part of the learning process that extends, enriches, and/or reinforces academic concepts and skills to enhance achievement. Homework is a learning technique used at Smithfield Middle School. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of their child's instructional and educational program. In math, homework is particularly important, and for the most part, will be assigned on a daily basis.

Students are not to complete work from another class during a class period without permission from the teacher. (i.e.= may not do math work during science class without science teacher's permission.)

MAKE-UP WORK:

It is the responsibility of the individual student to make arrangements with each teacher for make-up work following each absence. Students have a limited amount of time to make up work after an absence. If a student does not understand the concept and needs extra help,

he/she must attend tutorials the afternoon of his/her return or the following morning before it is due. The procedure for make-up work for absences not due to truancy shall be as follows:

<u>Days Absent</u>	<u>Due after Return</u>
One Day	Second Day
Two Days	Third Day
Three Days	Fourth Day

A major assignment given a week in advance and due the day a student happens to be absent is due the day the student returns to school. When a student returns to school after an absence, it is highly encouraged for that student to be in math tutorials at 7:45am the day of the return. This will prevent the student from being lost in that day's math lesson as one concept builds on another.

A student absent for any reason is expected to make up specific assignments missed and/or complete additional in-depth studies assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment and placed in the lunch academic recovery program. It is the student's responsibility to check with the teacher and do the assigned work.

A student absent from school must have administrative approval to participate in any extra-curricular events on that day or evening.

If a student in grades 6th-12th receives an incomplete (I) grade or no credit (NC) for excessive absences at the end of the semester, he/she shall complete all make-up work within five (5) days of the last day of the semester. At the end of the five (5) days, if the work is not complete, the incomplete becomes a numerical grade and the NC becomes a failing grade on the student's record.

LOST AND FOUND:

The school is not responsible for lost, stolen or damaged items. We ask that students not bring anything to school of value, especially large amounts of cash. Put your name on everything that is yours. Recovered small items will be placed in the office and large items or clothing are placed in a box on the back of the stage. Items that have been "stolen" can usually be found in lost and found. The locker room is another place you may look if an item of yours is missing.

LUNCH TUTORIALS:

Smithfield Middle School has an academic recovery program. There may be days when students do not turn in homework on the due date, turn it in incomplete or are not successful on the assignment the first time around. These students will be provided a place to sit (lunch tutorial table) and eat their lunch while completing that work. Administrators will be on hand to help if needed. Some students may need more time than lunch tutorials can offer. These

students will have another by attending academic work time, with a certified teacher after school.

When all else fails, if the student has not turned in all his/her work in a complete and acceptable manner to the teacher, the student may be assigned an academic Friday Night School from 4:00pm to 6:00pm, in order to get all their work successfully completed. Our philosophy is to make it more difficult to obtain a zero than it is to do the work.

Each teacher will decide if the work completed was done in a timely enough manner to receive a grade. Work put off for a week, from when it was due, may not be given credit but it still must be done. Whether a grade is given or not, the student needs to learn the concept of the material. Students who have a zero are not allowed to attend or participate in extra activities the school offers such as activity nights, yearbook signing, club meetings, field trips, concerts, ball games, etc. If they have a zero, we feel their time could be better spent on their academics.

MEET THE TEACHER AND COACHES NIGHTS:

This year, *Meet the Coaches Night* will be at 6:00pm on Tuesday, August 23, 2022. Female athletes will be in the old gym and Male athletes will meet in the new gym.

Sixth grade *Meet the Teacher Night* will be at 6:00pm on Tuesday, August 30, 2022 in the cafeteria.

Seventh & Eighth grade *Meet the Teacher* will be at 6:00pm on Thursday, September 1, 2022 and will begin in the cafeteria as well.

Meet the Teacher Night is for parents only. Students have already met their teachers so this will help cut down on the hallway traffic. Parents will be given a map, by their child, outlining where the classes are in the building.

PTSA: Moms, dads, students, grandparents, aunts, uncles, etc. are encouraged to join the Parent Teacher Student Association at the beginning of the year.

PARKING LOT:

The staff parking lot, located in front of the main entrances of the school, is for staff only. It is not a place for parents to drop-off or pick-up their students. Students use the crosswalk portion of the parking lot to get back and forth. It is not safe to have cars pulling in and out and driving through the lot before school and at dismissal. For safety reasons, we ask parents NOT to tell your child to meet you in the parking lot unless it is after 4:45.

It is best to designate a place on Amundson St. or on Main St. to meet after school. We highly recommend that you not meet across the street at Dick Farum Park unless you will be there when they walk over. It is a city park without adult supervision and we feel like the students

are safer on our campus. There is outside supervision on our campus until 4:15pm and video surveillance cameras running 24/7.

PHYSICAL EDUCATION / ATHLETIC UNIFORMS:

Physical Education OR athletics is a required course for all 6th & 7th graders. Students in physical education are highly recommended to wear a uniform every day, including athletic shoes due to hygiene. All students are expected to participate in physical education activities daily whether they dress-out or don't dress-out.

Physical Education Uniforms (gray shirt, royal blue shorts) will be available for purchase with the SMS logo and a name bar on both the shirt and shorts. The uniforms will be \$20 for each SET (short & shirt.) Students are not required to purchase the uniform from SMS but the PE dress code must be followed. Students may provide their own gray shirt and royal blue shorts if they do not want to purchase from SMS.

Seventh and eighth grade students in Athletics will go through a link on the [web page](#) to buy their work out clothes. They will not bring money to school. Uniforms for games or meets will be provided by the school.

The athletic / physical education lockers and other school property may be subject to inspection and/or search at any time whether or not the student assigned to the locker is present. Please purchase only standard combination locks; other lock styles are easily broken.

The locker combination will be reported to the coach and kept in the computer. There will not be a paper copy laying around for anyone to see. Students may not change from their assigned locker without permission from the coach. Combination locks are required for almost all students using a locker. The 8th grade boy athletes have locks provided in the new locker room off the main gym.

RESPONSE TO INTERVENTION (RTI) RTI is a program designed to provide students who need additional support beyond the classroom. RTI provides core instruction and support in math and reading. Students work in a small group setting with an interventionist as well as have independent practice with online programs. Students are expected to be on time and mentally prepared to work. Respect for the process, the teacher and motivation to improve are key ingredients to be successful. General RTI questions should be directed to Mrs. Friday.

SCHOOL PROPERTY:

Students are responsible for the proper care of all supplies, chrome books, books, ID badges, PE lockers, furniture and uniforms furnished by the school district. Students who lose, disfigure, break, or damage school property or equipment, including chrome and library books, will be required to pay for the damages and/or be subject to disciplinary action.

State of Texas Assessment of Academic Readiness (STAAR):

By law, all middle school students enrolled in public schools will take the STAAR. The Texas Education Code [TEC] does not provide students & parents an option of not testing if they are in attendance at school at any time the week of testing. Please do not make student appointments for the following days:

<u>April 25, 2022</u>	STAAR Reading/Language Arts 6, 7, 8
<u>May 2, 2022</u>	STAAR Science 8;
<u>May 3, 2022</u>	STAAR Social Studies 8;
<u>May 4, 2022</u>	STAAR Math 6, 7, 8; Algebra EOC

The Texas Education Code requires middle school students taking geometry or biology at BHS take the Math and/or Science STAAR respectively at SMS. This is due to geometry and biology not having an EOC exam. If you have questions regarding anything to do with STAAR, feel free to email, call or Zoom with Mr. Allen.

STUDENT I.D. CARDS:

For the safety of our students and staff, all students are required to wear an ID card on a lanyard every day. ID lanyards must be worn upon arrival to campus and up until the student leaves campus every day. ID lanyards must be worn around the neck, on the front of the body, on the outermost clothing, and properly display their current grade for the school year. The ID should clearly show the student's picture and name. Students are not allowed to wear or carry another student's ID

The I.D. card is necessary to purchase items from the cafeteria, check out books from the library and is a requirement for any student who rides a BISD bus. Smithfield Middle School provides every student a lanyard and ID free of charge at the beginning of the school year. If a student loses their ID card, they should first check with the front office to determine if the ID has been found. Otherwise, the student is responsible for securing a replacement at their expense. The replacement fee for a lost, damaged or defaced ID card is \$5.00.

If a student does not have their ID lanyard, they will be provided with a temporary ID for the day in the front office. Failure to wear a Lanyard ID will result in disciplinary action. These consequences will include restricted lunch for the first 1-4 offenses of the semester. Persistent, non-compliance with the ID policy by students, will result in additional consequences of after-school detentions. ("Persistent" = 5 or more offenses).

TARDY POLICY:

Students who arrive late to school will be counted tardy and must get a tardy pass from the office before going to class. Students are allowed 3 tardies in a semester with no action. These should be used for things such as the car won't start, flat tire, not feeling well, *overslept, bad weather, bad traffic, etc.*

Three tardies = 1 absence. Arriving late to an individual class will be counted as a tardy as well. At Smithfield Middle School, the passing periods are 4 minutes, which is ample time to gather belongings, use the restroom/water fountain, and be in your seat when the bell rings to your next period class. The consequences for tardies, per semester, are:

1st tardy, 2nd tardy, and 3rd tardy = warnings.

4th tardy = 1 restricted lunch (sitting away from friends – no talking allowed)

5th tardy = 2 restricted lunches

6th tardy = 1 detention (4:10-5:30)

7th tardy = 2 detentions (4:10-5:30pm)

8th and 9th tardies = Friday Night School (4:00-6:00pm)

10+ tardies = Friday Night School and restricted lunch until detentions and Friday night schools are complete.

TRUST CARDS:

Teaching Responsibility Understanding Social skills Trust

The goal of this program is to enhance the climate of respect at Smithfield Middle School by developing a student's level of personal responsibility, a sense of time management, communication with authority figures and peers, and life-application skills that contribute to building and maintaining healthy relationships with others. The trust card is the property of Smithfield Middle School and must be surrendered upon request by any BISD employee, substitute teacher or security guard.

The trust card program is a voluntary program for eighth graders, which comes with a \$10 fee for those who wish to participate. Periodically, throughout the year, we will give a trust card to a chosen number of 6th/7th graders. They will receive all privileges that the 8th graders receive for one week.

Making the cards is quite costly. The \$10 goes to the materials for the cards, the machine required to make them, and the lanyards given with each card. If any money remains, 100% goes directly for the incentives listed below. Any parent wishing to donate to this program would not be turned away.

Possessing and displaying a trust card offers a student additional privileges. The trust card must be worn at all times, with the Student ID picture showing beneath it, in order for staff to verify its ownership. In the event that a student violates a campus-wide or classroom rule, the student forfeits the trust card to the faculty member, administrator, staff, substitute or other school personnel who asks for it. When a trust card is forfeited, the student will be without it for a length of time deemed appropriate by the adult involved. It is the student's responsibility to initiate a conversation with the staff member who confiscated the card in order to resolve the issue and earn it back.

We encourage parents to allow students to fix the problems the student creates.

If a trust card is left at home, we ask parents not to bring them to school. They will not be delivered to students. All privileges are subject to the teacher's individual discretion (per individual classroom expectations) and campus-wide rules. Some of the privileges that students with trust cards might receive include, but are not limited to, the following:

- Allowed to utilize “The Zone”, “The Hub”, or “The Globe” without supervision. These are the common area learning labs.
- Going to the restroom, locker, tutorials or office without a pass
- Mr. Turner will purchase ice cream at lunch on various days for trust cards
- Enter on-campus ball games at a discount
- Early release for Yearbook signing and/or additional time for yearbook signing
- Random, unannounced, drawings for cash or prizes
- Early release from lunch
- Being first in the lunch line
- Going outside during lunch
- Entering activity night first
- Buying activity night tickets at the door for the same price as a pre-bought ticket
- Early release from school on special days
- Teach the class, under the teacher's guidance
- Additional privileges as voted on by the 8th grade trust card students/teachers

TUTORIALS:

Tutorial times are at each teacher's discretion. Students who want to attend tutorials can use our “Tutorial Check-In System” in the front lobby or in the cafeteria to see if their teacher is available for tutorials at that time. If the teacher's name is in red on the monitor; that teacher is not available for tutorials at that time. If the teacher's name is highlighted in green; that teacher is ready for tutorials. (Red—stop Green—go) Take the shortest route to the classroom. Students are not allowed to roam the halls prior to 8:32am.

Most teachers also have tutorials in the afternoon. Teachers are off duty at 4:15 so please come to their rooms immediately after 8th period and do not come in unless there is a concept you don't understand. This is not a time to just come in and hang out.

Teachers who have tutorials make themselves available past duty hours so our students may experience success. Student success is particularly important to our teachers. Please be considerate of their time and be ready to ask questions of specific things you need help on in order to maximize the time available.

VISITORS:

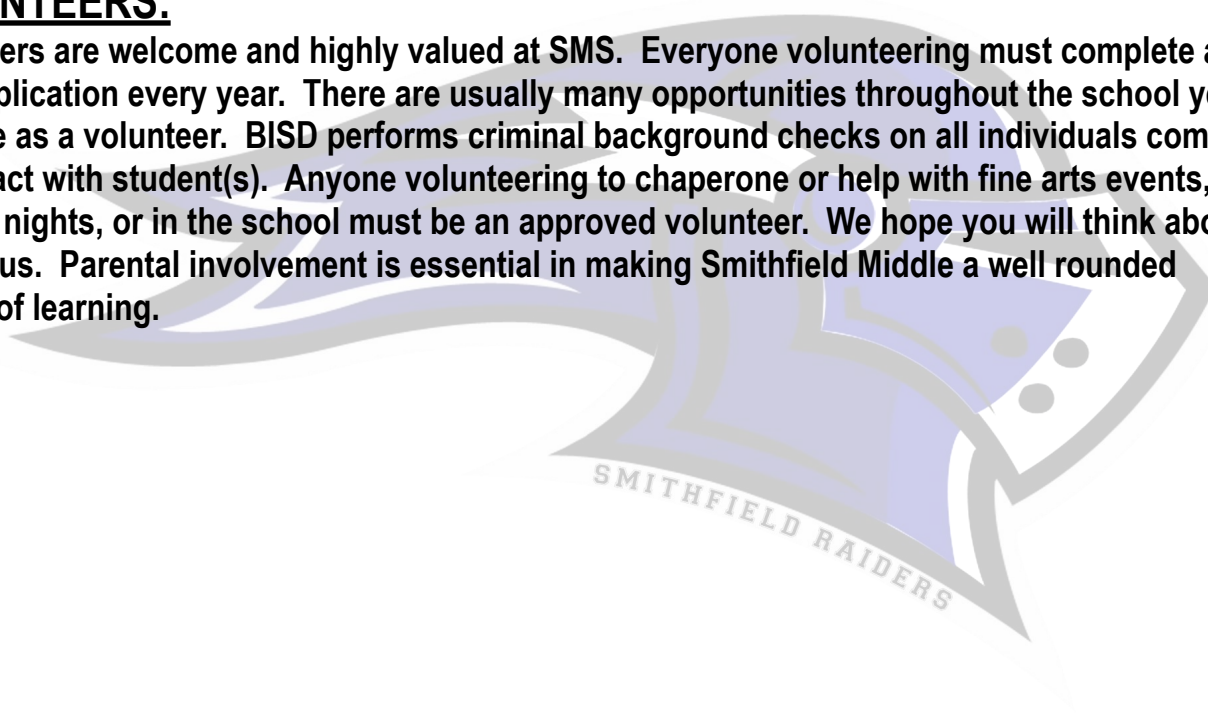
Parents who have made an appointment to see a teacher or administrator are required to show a government-issued form of identification containing that person's photograph. A visitor's

badge will be issued with the visitor's destination printed on it. Per BISD policy--Students from other schools will not be allowed on campus during the school day.

- Parents wanting to watch an athletic or fine arts event are more than welcome to do so. Please remember to model good sportsmanship during ball games and concert etiquette during band, choir & theatre performances so as not to embarrass the participants.
- If a parent wants to express concerns to a coach or referee, immediately after a game is not the appropriate time. A coach will be happy to address your concerns, with the exception of playing time, during his/her conference period. Please schedule an appointment through Mrs. Webb.

VOLUNTEERS:

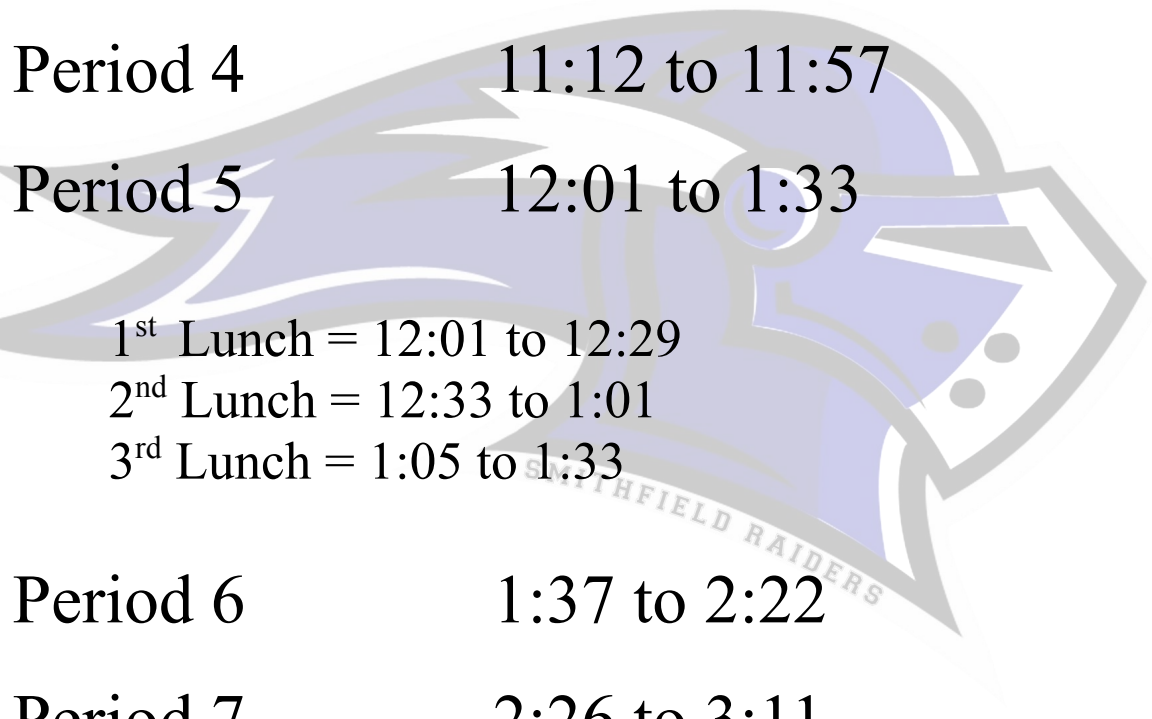
Volunteers are welcome and highly valued at SMS. Everyone volunteering must complete a new application every year. There are usually many opportunities throughout the school year to serve as a volunteer. BISD performs criminal background checks on all individuals coming in contact with student(s). Anyone volunteering to chaperone or help with fine arts events, activity nights, or in the school must be an approved volunteer. We hope you will think about joining us. Parental involvement is essential in making Smithfield Middle a well rounded facility of learning.



The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Smithfield Middle School reserves and retains the right to amend or modify the provisions of this handbook at any time without notice and in any manner that the Principal deems to be in the best interest of the school.

Updated by H. Friday 1/10/23.

Bell Schedule



Period 1	8:40 to 9:25
Period 2	9:29 to 10:19 [announcements/pledges]
Period 3	10:23 to 11:08
Period 4	11:12 to 11:57
Period 5	12:01 to 1:33
1 st Lunch = 12:01 to 12:29	
2 nd Lunch = 12:33 to 1:01	
3 rd Lunch = 1:05 to 1:33	
Period 6	1:37 to 2:22
Period 7	2:26 to 3:11
Period 8	3:15 to 4:00

*We are glad you are a member of the
Raider Nation!*