

*Smithfield Middle School
Student Handbook*



2019-2020

*Home Of The Proud
Raider Nation!*

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Welcome Home

High Expectations = High Student Achievement

We take great pride in our achievements and students' successes. We will celebrate these successes together. Please keep this guide for future reference.

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

Be Present: Attend school and don't miss out!

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

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

Be Polite: Well-mannered, honorable and courteous.

Participate: Get involved in class discussions and school activities.

Remember, we are part of a team working for success!

Mission Statement

The mission of Smithfield Middle School, in partnership with families and community, is to provide a supportive and challenging environment where students are empowered to develop their strengths, interests and talents so that they are prepared for life, work, good citizenship and change.

Supportive-Empowered-Challenging-Prepared

Business Hours

The reception lobby and main office are open 8:00am until 4:15pm. With the new security vestibule, when the doorbell rings it does so in the reception lobby, not the main office. The receptionist's duty hours end at 4:15pm. After that, no one will answer the door unless it is someone with whom a parent or student have made an appointment and they are in the reception area waiting for you.

Teacher duty hours are 8:15am to 4:15pm. Although not required, many come early or stay later to give the students any extra help they may need. We ask parents to please not "pop in" to see a teacher before or after school as they are volunteering their time for tutorials. To make an appointment with one of your child's teachers, contact Mrs. Hale at 817-547-5011 between the hours of 8:45 and 4:00.

There is supervision outside on the south end of the building, beginning at 7:45 am. The cafeteria is open to all students entering on the south end of the building at 8:10 am. Unless going to tutorials or detention, students are not allowed in the halls of the building before 8:32am.

Smithfield Middle School
8400 Main Street North Richland Hills, TX 76182
Office Phone (817) 547-5000

Important Contacts at Smithfield Middle School

Kyle Pekurney Principal 817-547-5011	Gina Spurlock Asst. Principal for A-K 817-547-5016	Jason Turner Asst. Principal for L-Z 817-547-5017	Boyd Shannon Student Counselor 817-547-5023
Lindsey Thompson Counselor 817-547-5022	Gayle Hale Administrative Asst. 817-547-5011	Jennifer Rodriguez Registered Nurse 817-547-5012	Brenda Blume Attendance Office 817-547-5013

Absent Call-ins, Early Dismissals, Withdrawals.....	Mrs. Blume	817-547-5013
Achievement Center / Content Mastery.....	Ms. Hix.....	817-547-5076
Athletic Coordinator.....	Coach Shaffer	817-547-5050
Assistant Athletic Coordinator	Coach Lawson	817-547-5040
Athletics—Boys.....	Coaches Dierks, Fickle, Holbrook, Shaffer.....	817-547-5050
Athletics—Girls	Coaches Lawson, Oviedo, Sanders, Trussell	817-547-5151
Band.....	Mr. Schechter.....	817-547-5053
Bus Transportation		817-547-5830
Smithfield Calendar	Ms. Spurlock	817-547-5016
Child Nutrition Manager.....	Mrs. Jackson	817-547-5030
Choir.....	Mrs. Crawford	817-547-5093
Eighth Grade Awards	Ms. Spurlock	817-547-5016
504 questions	Mrs. Thompson	817-547-5022
Library.....	Mrs. Muirheid	817-547-5015
Lost and Found.....	Mrs. Webb	817-547-5000
PTA President.....	Mrs. Meredith Roswellmeredith.roswell@gmail.com	
RTI questions	Mr. Turner	817-547-5017
Schedules	Mrs. Thompson.....	817-547-5022
Special Education concerns	Dr. Parsons, Mrs. Stephenson.....	817-547-5059
STAAR testing	Ms. Spurlock	817-547-5016
Student Concerns	Mr. Shannon	817-547-5023
Summer School	Mr. Shannon	817-547-5023
Teacher Conferences.....	Mrs. Hale.....	817-547-5011
Yearbook Sponsor	Mrs. Hurst.....	817-547-5088

See the Smithfield website for phone numbers and 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 any 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, 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 20, 2019. It begins at 4:30 P.M. and ends at 6:30p.m sharp. Please have your parents pick you up promptly at 6:30 P.M. 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 for \$6, but may also be purchased at the door. 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 17, 2020.

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.

ATTENDANCE: Regular school attendance is a vital part of a child's potential academic success. State law requires students in grades 1-8 attend school for a minimum of 90% of the 180 days (162 days) of school during the regular school year to be promoted. 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. Blume for information regarding such an appeal.

Parents are required to inform Mrs. Blume 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 prior to the absence 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 enter the absence reason online via Skyward Family Access or call the Attendance Office at 547-5013 to inform Mrs. Blume 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. 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.

When picking up a child for an early dismissal, the adult must come into the reception lobby and show a picture ID. We do not release students after 3:30pm. No student will be released to anyone not on the student's enrollment record.

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.

WITHDRAWAL FROM SMS: If a parent wishes to permanently withdraw a student from school, the parent must notify Mrs. Blume 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 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 (4:00-5:30), Friday night school (from 3:50pm to 7:00pm,) in school suspension, home suspension, reverse suspension, or DAEP.

ITEMS TO BE LEFT AT HOME AND NOT BROUGHT TO SCHOOL:

- ***Skateboards:*** Skate boards 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.
 - Permanent markers
 - Knives (including pocket knives)
 - Electronics such as cameras, CD players, iPods, Mp3, Games, etc.
 - Aerosol cans of anything
 - Liquid White-out substances (white out tape is fine)
 - Toys, including rubber bands, staples, spinners and other non-educational items
- Unless being used for an educational purpose with teacher permission, electronics such as cell phones, iPads and laptops should be powered off and stowed away during the school day. All electronics 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 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 4:00 bell without permission.**
- **Riding bikes and skateboards on campus—must walk or carry them.**
- **Cutting through the learning labs [The Globe, The Zone, The Hub]**
(results in detention 4-5:30)
- **Running / Chasing / Horseplay**
- **Outside fundraising (cookies, flowers, etc.) without prior principal approval**

BUS TRANSPORTATION:

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 call the transportation office. The number is on page 4 of this packet.

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 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 and electronic cigarettes (e-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? Upon rare occasions, a student may be going home with a student who rides the bus. If this is the case, a note must be written by the parent of the student who is going home with his/her friend on the bus. The note must have the student's full name and the parent's phone number where he/she can be reached during the day. It should be brought to Mrs. Webb in the main office at the beginning of the day for verification. Mrs. Webb will call the parent to confirm. Ms. Spurlock will then sign off on it and the note will be returned to the student

before the end of school to give to the bus driver. The bus driver will not allow an extra student on the bus without an administrator's signature.

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. During breakfast, all food and drink must be kept at tables 1-8. Once students are in the cafeteria, they may not leave to go outside, or roam the building. If a student needs to make a deposit into his/her lunch account, he/she should bring money at this time.

Parents must check in at the reception lobby to come into the cafeteria or anywhere else in the building before school. Unless they are approved BISD volunteers, adults may not have contact with students other than their own.

CAFETERIA EXPECTATIONS: Courteous behavior should include standing semi-quietly in the lunch line, speaking politely to the food servers and being prepared to put your number in when getting toward the end of the line. As long as behavior is appropriate as a group, students will be allowed to sit where they wish.

- Writing utensils 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, put trays away 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 phones are not allowed unless given permission by an administrator.**
- **At the beginning of the year, we start on assigned tables and once everyone goes through the lunch line and knows their lunch numbers, that lunch will be off assigned tables. Knowing your number the first day is a must.**
- **Once parents check in at the reception lobby to eat with their child, come to the visitors table in the back of the cafeteria. Other students are not allowed to sit at the visitors table unless their parent is there. Adults may only bring food for their own children. As per BISD policy, students' friends from other schools will not be allowed on campus during the school day.**
- **Beginning the 2019-2020 school year, we will no longer deliver lunches to students.**

During the spring semester of the 2018-19 school year, our office staff delivered an average of almost 100 lunches that parents had dropped off for their kids every day. The mass quantity of Whataburger, Chic-Fil-A, and Subway bags that line up the office counter starting at 11:30 each day simply became overwhelming. This caused our front office staff to basically become a food delivery service from about 11:30-1:30 each day. This, coupled with the fact that our new security vestibule will cause us to split our staff between two areas, makes lunch delivery almost impossible.

For safety reasons, there must be a receptionist in the lobby at all times. The receptionist may not leave her post to deliver lunches. This change in policy will ensure that we can continue to put our time and efforts into serving our students, meet their educational needs, and keep the building secure.

Please remember:

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

- Parents are always welcome to bring food and come eat with their child in the cafeteria.
- Parents are only allowed to bring food for their own students unless noted otherwise in the Skyward information system.
- Students are always allowed to bring a lunch from home if they do not like what we are serving in the cafeteria that day.
- Microwaves are available to all students.
- Students are allowed to charge a lunch, up to a certain point, should they forget to bring their lunch.
- No child is ever denied an opportunity to have lunch and every effort will be made to provide a lunch to any child in need.
- This policy is intended to address the outside restaurant lunches, not the occasional "I forgot my lunch at home" scenario. If your child forgets his/her lunch, please have it labeled and dropped off before 10:30 am.

Studies show that good eating habits support student performance in school. Students who eat healthy meals (breakfasts & lunches) 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?

Student breakfast = \$1.25 Student lunch = \$2.90 Adult lunch = \$3.50

Can breakfast and/or lunches be paid in advance? Yes, parents are encouraged to deposit money online at any time with the website **MealPayplus.com** or money may be brought to the cafeteria before school.

Are there any times when a parent may not eat with their child? Yes.

Visitors are not allowed on campus during standardized testing and half days. In addition, visitors must be on the student's enrollment card or accompanied by a parent in order to eat with them.

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.

CONFERENCES:

Teacher conferences are often important in assuring a student's academic success. Parents may schedule a conference with a teacher, or a teacher may request a conference after identifying a student need. All conferences must be scheduled through Mrs. Hale, with a minimum 24hr. notice. Conferences should be scheduled during the teacher's E-mail is also a good communication tool between parent and teacher. All teacher e-mail addresses may be found on the SMS Website.

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, we ask that parents not "drop in" before or after school to speak with a teacher. This is tutorial time for students and the teachers are volunteering their time.

ARD and 504 meetings are held once a year and will be scheduled by the diagnostician or the counselor 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 one 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.

CONSTRUCTION:

The north end of the building by the science wing will be under construction the entire school year. That parking lot will be blocked off due to the construction. We will see the bond issue that the community approved come to fruition as they break ground and begin building our nice, new, and big gym. Thank you for your vote!!

DRESS CODE—this is different from the elementary dress code:

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 following is based on the BISD Secondary Student Code of Conduct and Smithfield Middle School Policies:

SHIRTS/TOPS/DRESSES:

- Shirts, tops and dresses should be modest and appropriate for school.
- The acceptable length for dresses and tops with leggings or form fitting pants is no higher than five inches above the knee. Fingertip length has nothing to do with middle school.
- Shirts must exceed the waistband by a minimum of 2”.
- Prohibited—Oversized T-shirts, 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 Strapless, Backless or Spaghetti-type straps
- Undergarments must not be exposed at any time.
- Appropriately sized arm holes (2” from the arm) on sleeveless shirts should be followed.

PANTS/SHORTS/LEGGINGS/FORM FITTING PANTS:

- Form-fitting/skin tight pants, such as leggings, jeggings, yoga pants and tights, must be covered with a top reaching no higher than five inches above the knee. A good rule of thumb is if a top wouldn't be worn by itself, without pants, then it is not appropriate (or long enough) to wear with leggings.

- The acceptable length for shorts and skirts is no higher than five inches above the knee. They should also be neatly hemmed.
- All shorts are to be worn without holes and not shredded. Pants may not expose the skin above 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 if a student needs help keeping his/her pants from sagging that day.
- Lounge or pajama pants are not appropriate for school.
- Specifically prohibited are: wind shorts, cutoffs, form-fitting shorts of lycra, spandex or any other similar material.

FOOTWEAR, CAPS, MISCELLANEOUS:

- Hats (of all types) or head coverings (hoodies, 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.
- All students must wear appropriate footwear at all times. Wheeled shoes and house shoes are not appropriate for school.
- Student’s hair shall be clean, neat, and well-groomed. While permitted, colors such as blue, green, pink, purple, etc. and Mohawks are discouraged. Any hairstyle or color that, in the principal’s judgment, may cause a disruption are strictly prohibited.
- Heavy chains, spiked jewelry or “grills” are against district policy. Pierced body ornaments must be restricted to the ear and appropriate for school.
- Tattoos (permanent or temporary) must be covered and not visible to others while on school grounds or at school activities. This also applies to markers on clothing or on the skin. It must be covered.
- The District prohibits pictures, emblems, clothing or writing on clothing that is offensive, suggestive or obscene, that depict the occult, that represent gang membership, that advertise tobacco products, alcoholic beverages, drugs or any other substance object restricted by law. 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. 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, they 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 parents 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:

Students are required to keep electronic devices powered off [not just silenced] and stored away. They may only be utilized in the classroom when the teacher deems it appropriate as an instructional tool for educational purposes. They may not be used in the hall or athletic area during the school day. They will be confiscated if this policy is violated and a parent is required to come to the main office for its return.

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, for emergency purposes, the students may use with a pass from a teacher. If an emergency arises and a student needs to call a parent, he/she may request to use the office phone or ask an administrator during lunch to use his/her cell. The student will be sent to the proper location to make the call.

Electronics are also not allowed in detention or tutorials without permission. These devices include but are not limited to cell phones, smart phones, iPhones, iPods and mp3 players. Repeated violations of usage can result in loss of the privilege of carrying electronics.

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 is damaged or stolen while on campus, BISD is not liable for the replacement or repair of the device.

EXTRA-CURRICULAR ACTIVITIES:

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. 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. Below is a current list of our extra-curricular programs and clubs. If any student would like to start a club, he/she must submit a proposal to Mr. Pekurney with the following information: purpose of the club, requirements for continued membership, names of the two faculty sponsors, and anticipated meeting days. The proposal form may be acquired through Mrs. J. Webb in the office.

- **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.
- **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 student to student. Athletes must compete against each other to try out for the various teams. Seventh graders must be at work-out as early as 6:30am and eighth graders may work-out as late as 5:30. 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 9:00 or 9:30. 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.

- **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.
- **Leadership Team:** The Leadership team is open to all 7th and 8th grade students who want to positively impact school culture. Smithfield leaders are students who earn trust, set clear standards, and then equip and inspire other students to meet that standard.
- **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. Qualified students must apply and get recommendations from their current 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 and maintain a high overall GPA in all core subjects.
- **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.

FIRST DAY OF SCHOOL Monday, August 19, 2019

On the first of school, all students will report to their homeroom at 8:40am and stay until 9:00. Sixth graders who did not attend the Raider Round-Up and all 7th and 8th graders who are not on a homeroom list, will go to the cafeteria before school and Ms. Spurlock will tell you what homeroom to go to. Volunteers will be on hand to assist all students, especially sixth graders, in finding classrooms.

The building will not be open for new students to register this morning until 11:00. All staff will be helping those who have registered by checking schedules and getting them into the correct classrooms.

Students should bring their folders, notebook paper and something to write with on the first day. Students may bring all their supplies on the supply list the first day or little by little during the first few days of school. All students in physical education or athletics should come to school the first day with their combination (not key) lock.

Athletes should come to school on the first day with a completed physical. Tennis and gymnastics physicals should be brought the first day you report to your coach.

GRADING POLICIES, TUTORIALS:

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 three days. Reassessment will be based on the same concepts but a different format from the original assessment. Each teacher will assist as needed. Cheating eliminates an opportunity for reassessment.

Reassessment on daily work is at each teacher's discretion, whether or not they provide reassessment. Please contact the teacher with any questions you may have about a particular subject. Students who are not mastering concepts/skills at 70% or above shall have the opportunity for additional assistance through re-teach/remediation at a time set aside by the teacher, usually before or after school.

HEALTH CLINIC NEWS:

All 6th graders should have already had the required vaccines prior to entering 6th grade which include:

- 2 MMR Vaccines
- 2 Varicella Vaccine or signed documentation with the approximate date of chicken pox
- 3 Hepatitis B Vaccines (completed series)
- tdap Booster (recommended by age 12)

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

MEDICATIONS: If your child requires daily medication to be taken at school, 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 have a medication permit with the parent signature. These meds will be given on an as needed basis, up to ten doses. After ten doses, a doctor's order must be provided in order to continue receiving the medication at school.

All medication must be in the original, properly labeled container and NOT be expired. Parents should plan to pick up student medications on May 26th and 27th as they will not be sent home with the students. They will be destroyed at noon on Thursday, May 28, 2020.

HOMEWORK:

The District 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.)

HOURS OF OPERATION: 8:00am to 4:15pm

Students may come into the main building at 8:32 am. We will have supervision outside by the bike racks beginning at 7:45am. Allowances are made for weather below 40 degrees. If a student has tutorials, he/she will be permitted to come in the front door or the cafeteria and go directly to that teacher's classroom. Students will

know if a teacher is having tutorials or not by checking the red/green TV monitor in the foyer or checking with the administrator in the cafeteria.

All other students who arrive at school before 8:32 should go to the cafeteria through the side entrance only, which is down by the bike racks. Once in the cafeteria, students must stay unless they are going to tutorials or detention. The tardy bell rings at 8:40am. Those late should go directly to the office for a tardy slip.

Students are not allowed in the halls or foyer after 4:00 p.m., unless accompanied by a parent or they have a pass from an administrator or teacher. Students attending after school tutorials or detention should be in that teacher's classroom before 4:00.

Teachers give their own time to tutor students before 8:15am or after 4:15pm. If a parent has a scheduled appointment with a teacher before or after school, he/she should check in at the reception lobby and the teacher will be notified. Please do not be upset if a teacher is not available before or after school due to helping kids. Every teacher has a time during the day set aside for parent conferences. They will be glad to meet with you during that time.

The reception lobby closes at 4:15, so students should be sure to collect all their things and arrange for transportation before leaving the building. The doors will be locked.

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. Put your name on everything that is yours. Recovered small items will be placed in the main 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. Please check with the main office or the locker room 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) during lunch to complete 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 "opportunity for greatness" by attending academic work time, with a certified teacher, from 3:50pm to 5:30pm.

When all else fails, if the student has not turned in all his/her work in a complete and acceptable manner to the teacher, he/she may be assigned an academic Friday Night School from 3:50pm to 7:00pm, 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 when it was assigned.

Each teacher will decide if the work completed was done in a timely enough manner to receive a grade. Work put off a week 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.

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

When a student returns to school after an absence, the expectation is 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. It is the student's responsibility to ask the teacher for any missed work. A student absent from school must have administrative approval to participate in any extra-curricular events on that day or evening.

Students who have been absent one or two days will find their assignments in Skyward under the teacher's lesson plans or gradebook. There is no need to call the office for assignments as you will be directed to the teacher's lesson plans. If a student in grades 6-12 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. 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.

MEET THE TEACHER AND COACHES: If you are a 7th or 8th grader and in athletics, your parents should attend *Meet the Coach* on Tuesday, August 20th at 6:00pm, in the cafeteria. Coach Phil Shaffer is Smithfield's campus coordinator for all athletics and will have information to give. Coach Danielle Lawson is the assistant campus coordinator.

Meet the Teacher 6th grade night is scheduled for Thursday, August 22nd at 6:00 pm. *Meet the Teacher 7th/8th grades* night is scheduled for Tuesday, August 27th at 6:00 pm. Students will bring home a map with their schedule for their parents. Parents will meet in the cafeteria. They will then run through the bell schedule to meet all their child's teachers.

These meetings are for parents only. Students have already met their teachers and coaches so, in keeping with the fire code, we ask that only parents attend due to the large number of people in the building. If a student must attend, he/she will not be allowed in the hallways but may be dropped off in the library with Ms. Spurlock until the end of the evening.

PTSA: Moms, dads, students, grandparents, etc. are encouraged to join the Parent Teacher Student Association. Each family who joins the PTSA will receive a student directory. This year the meetings are on August 22nd, November 12th, February 4th and April 14th.

PARKING LOT:

The staff parking lot 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 4:30.

It is best to designate a place on Amundson 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.

PHYSICAL EDUCATION/ATHLETIC UNIFORMS:

Physical Education or athletics is a required course for all 6th & 7th graders. The P.E. & Athletic Departments will be selling uniforms / workout clothes during the first week of school at a cost of \$30. Students will need to bring their own athletic shoes in order to participate each day. If you have any questions regarding clothes for PE, you may contact Coach Sanders or Coach Shaffer using the numbers listed on page 4 of this handbook.

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. Combination locks are required for all students using a lock. Please purchase only standard combination locks; other lock styles are easily broken. The locker combination will be reported to the coach. Students may not change from their assigned locker without permission from the coach.

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.

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. These are closed campus days so no visitors will be allowed on these days. The STAAR dates are as follows:

April 7th Math 8, Writing 7;
April 8th Reading 8;
April 9th make-up STAAR for all of the above;
May 5th Algebra EOC;
May 7th Science 8;
May 8th Social Studies 8;
May 12th Math 6, Math 7, Math 8 second admin;
May 13th Reading 6, Reading 7, Reading 8 second administration;
May 14th and 15th Math 6,7 make-ups; Reading 6,7 make-ups.

The Texas Education Code requires students taking geometry to take the STAAR math test at their grade level. This is due to geometry not having an EOC exam.

If applicable, an ARD committee will meet following the first test administration to eighth graders to discuss IEP goals and progress before the second administration.

If you have questions regarding anything to do with STAAR, feel free to call Ms. Spurlock at the number listed on page 4 of this handbook.

SCHOOL PROPERTY:

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

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 are:

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

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

5th tardy = 2 restricted lunches

6th tardy = 1 detention (4:00-5:30)

7th tardy = 2 detentions (4:00-5:30pm)

8th and 9th tardies = Friday Night School (3:50-7:00pm)

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

BELL SCHEDULE:

There will be days during the year that we will run alternate schedules. During STAAR testing, we will begin the day at 8:30am in order to give the students the complete four hours by the end of 5th period. We are closed to visitors as well on those days.

The following is the primary bell schedule:

Period 1 8:40 to 9:24

Period 2	9:28 to 10:14
Period 3	10:18 to 11:02
Period 4	11:06 to 11:50
Period 5	1 st Lunch = 11:54 to 12:22
	2 nd Lunch = 12:26 to 12:54
	3 rd Lunch = 12:58 to 1:26
Period 6	1:30 to 2:14
Period 7	2:18 to 3:02
Period 8	3:06 to 3:50

TRUST CARDS:

The trust card program is a voluntary program for eighth graders, which comes with a \$10 fee for those who wish to participate. 7th graders who are members of NJHS will also receive a trust card. Making the cards is quite costly. The \$10 goes to the materials for the cards, the machine to make them, and the lanyards given with the card. If any money remains, 100% goes directly for the incentives listed on the next page. Any parent wishing to donate to this program would not be turned away.

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.

Possessing and displaying a trust card offers a student additional privileges. The trust card must be worn at all times, with the picture facing forward, in order for staff to verify its ownership. In the event that a student violates a campus-wide or staff rule, the student forfeits the trust card to the faculty member, administrator, staff, 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.

Teaching Responsibility Understanding Social skills Trust

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. Pekurney 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
- Additional time for yearbook signing
- Random, unannounced, drawings for cash or prizes
- Early release from lunch
- Being first in the lunch line
- Rock/Paper/Scissors Tournaments
- 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 a special days
- Teach the class, under the teacher's guidance
- Additional privileges as voted on by the 8th grade trust card students/teachers

VISITORS:

All visitors on campus during the school day must register with Mrs. Louton in the reception lobby upon arrival. Campus procedures require that visitors show a government-issued form of identification containing the 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.

- When coming for a meeting with a staff member, check in at the reception lobby, tell the receptionist the reason for your visit, get a visitor's sticker and wait in the reception lobby until that person comes to get you.
- We ask that all visitors refrain from slipping into a classroom after school unless an appointment has been made. Teachers have very little time for tutorials, to take care of clerical items and get their classrooms ready for the day.

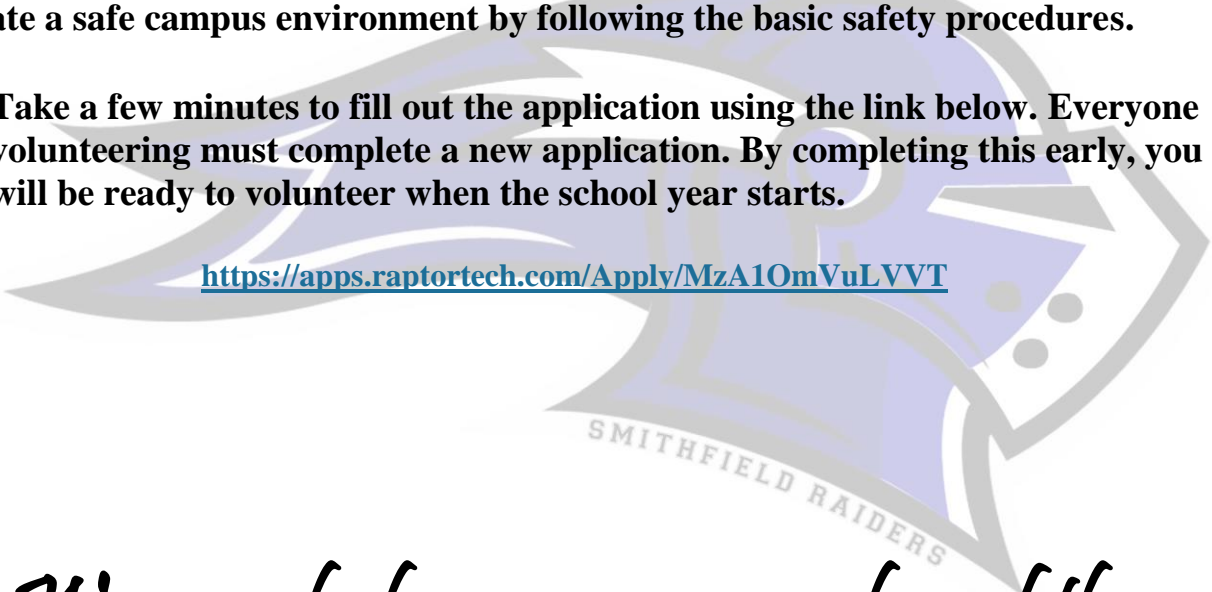
- Anyone wanting to watch an athletic or fine arts event are more than welcome to do so. Please remember to model good sportsmanship during ball games so that you are not asked to leave. If a parent wants to express concerns to a coach or referee, immediately after a game is not the appropriate time. A coach will be happy to address your concerns during his/her conference period. Please schedule an appointment through Mrs. Hale @ the number listed on p4.

VOLUNTEERS:

Volunteers are welcome and highly valued at SMS. There are 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). Please help us create a safe campus environment by following the basic safety procedures.

- Take a few minutes to fill out the application using the link below. Everyone volunteering must complete a new application. By completing this early, you will be ready to volunteer when the school year starts.

<https://apps.raptortech.com/Apply/MzA1OmVuLVVT>



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

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 8/9/19.