



STEWART MIDDLE SCHOOL

2017-2018 STUDENT/PARENT HANDBOOK

8138 Malone Street, Douglasville, GA 30134

Phone: 770.651.5400

Fax: 770.920.4229

Website: <http://stewart.dcm.schoolinsites.com/>

STUDENT NAME _____

STUDENT NUMBER _____

HOMEROOM _____

SCHOOL COLORS: Black and Gold

SCHOOL MASCOT: Eagles

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Welcome to Stewart Middle School (SMS)! We look forward to another productive and successful school year as we all work together to provide positive opportunities and outcomes for all students. We are very proud of SMS and believe that high quality academic standards promote student achievement. It is the hope that with clear expectations, a strong instructional program, and the collaborative efforts and cooperation of students, families, and our staff that you and your family, you will have an outstanding year!

We are proud of you and the talents you possess, and hope that you will use them to explore your utmost potential. SMS' priority is your safety in the school and learning environment and your success as a student. If you need help or immediate assistance, please speak with your teachers, administrators, parents, or other school personnel. Have a wonderful year!

MOMENT OF SILENCE

Georgia law provides time for quiet reflection by students and staff each school day. At SMS, the moment of silence is conducted after morning announcements each day. The moment of silence is not intended to be and is not conducted as a religious service.

LOCKER PRICES

Student Lockers are \$5.00 each. Lockers may also be purchased from the Team Lead Teachers throughout the school year.

Students are responsible for the lockers issued to them. Students whose lockers are jammed, tampered with or damaged through abuse will be charged for repair and their locker privilege revoked. Students may only visit their lockers at assigned times and/or with a locker pass. Students who are tardy to class will not be allowed to their lockers.

Gym lockers are available to students for Gym class or after school sports only, but they must provide their own locks. Academic materials may not be stored in a gym locker. SMS assumes no responsibility for items lost through unauthorized sharing of lockers or combinations. Students are only allowed to use their lockers at the designated times. Students may not use lockers as an accepted excuse for tardiness to class.

STUDENT AGENDAS

All SMS students are issued an agenda at the beginning of the school year and must possess one always. There is no initial cost. If the Agenda is lost or damaged, replacement cost is \$5.00. Please see the front office staff for replacement agenda purchases.

Agenda Policy

All students must adhere to this policy by having possession of an agenda in all classes and hallways of SMS. Students not in compliance can be subject to the SMS Behavioral/Discipline Plan (listed later in the handbook).

Agenda Signing

Students agendas will be checked daily, please make a habit of checking your student's agenda and signing it.

STUDENT MEAL CHARGES

Students may accumulate a maximum of \$5.00 in charges. This \$5.00 limit includes charges for breakfast, lunch, and supplemental sales. After the \$5.00 limit is reached, students are offered an alternate meal which consists of a sandwich and a beverage.

STUDENT MEALS Middle School

Regular Price Lunch	\$2.35
Reduced Price Lunch	.40
Second Lunch	\$3.25
Regular Price Breakfast	\$1.25
Reduced Price Breakfast	.30
Second Breakfast	\$1.65
Extra Milk or 4 oz. Juice	.60

PLEASE NOTE:

Checks may not be cashed at school. Checks will be accepted for the exact amount of expenses only.

EMERGENCY CLOSING

The official radio station for announcing emergency school closings is WSB-AM 750. When inclement weather or other events make the cancellation of school necessary, WSB-AM 750 will be notified. If no announcement is made, school will be in session. Please do not call the school, central office, or the transportation department about the weather and school closings. Please also refer to the district/school website for information; additionally, you can receive Notify Me communication from the school/system if you have subscribed to it via the district/school website.

NON-EDUCATIONAL MATERIALS

Non-educational materials are not to be brought to school. Non-educational materials include skateboards, water guns, noise makers, balls, playing cards, indecent books or magazines, yo-yo's, laser pointers, radios, or any other items that may be used to create a disturbance. Also, items that are brought which could be considered weapons but were brought without the intention of using them as weapons fall into this category. When necessary, non-educational items will be collected and kept until a parent comes to school with the student to request the return of the item(s). These items can be confiscated by school staff and turned in to administration (when, in most

cases, parents/guardians would need to come to school to procure the device).

MEDICATION

If it becomes necessary for a student to take any form of medication at school, the medication must be brought into the office by an adult and picked up by an adult. A signed form from a parent must be presented to the office. All medication will be kept in and dispensed through the main office except for asthma inhalers which students can carry.

INSURANCE

School insurance is available to all students. A packet will be available for each student during open house and during the first week of classes. Purchase of this program is optional. Only students playing extracurricular sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

MEDIA CENTER

The media center opens at 8:00 a.m. each day. You are encouraged to use the media center as much as possible. From time to time students may need to visit the media center during class time to do research. In such cases, students should first get permission from the teacher, and on entering the media center, inform the media specialist and/or clerk about needs. Students are not permitted to be in the Media Center prior to 8:00 a.m. without approval of the school staff.

1. Students may check out 1-2 books at a time for a period of 2 weeks.
2. Students will not be permitted to check out any material if they have overdue books. A fine \$.05 per day will be charged for each overdue book. Students may work off fines in the media center.
3. Report cards may be held if students have overdue or lost books.
4. Individual group and class instruction will be given by the library staff.

SMS BEHAVIORAL/DISCIPLINE PLAN

This following comprehensive plan is to be used for most (but not necessarily all) Level One behaviors listed in the Douglas County School System Code of Conduct:

Step 1: 1st offense – Verbal Warning: Student/Teacher Conference

Step 2: 2nd offense – Parent Contact

Step 3: 3rd offense – Teacher Detention

Step 4: 4th offense – Team Meeting with parent and student

Step 5: 5th offense - Referral to Administration for disciplinary consequences

(Administration reserves the right to determine local disciplinary consequences for violations which may include a warning, detention, In-School-Suspension, and/or Out of School Suspension. Discipline is often determined by the number of student's previous incidences and consequences. Level 3 violations can result in recommendation for student tribunal hearing and referral to the Ombudsman program/Alternative School.)

NOTE: Level II-III behaviors listed in the Douglas County Student Code of Conduct will result in an immediate office referral.

Tardies to School

Advisement/Homeroom begins at 8:10 a.m. Students who arrive to SMS prior to 8:10 a.m. (and if they do not have tutoring, an appointment/meeting with a staff member, etc.) must report immediately to the cafeteria. Also, students in the building prior to 8:10 a.m. (whether in the cafeteria, gym with permission, or elsewhere) are to report to Homeroom/Advisement when the 8:10 a.m. bell rings. If the student's bus arrives to school after 8:10 a.m. and before 8:30 a.m., the student is to report either to Advisement/Homeroom or the Cafeteria for Breakfast, if needed. Any other student who arrives after 8:10 a.m. and before 8:35 a.m. is to report to Advisement/Homeroom. Any student, other than a bus rider, who arrives to school after 8:30 but before 8:35 is considered tardy to school.

NOTE: Once students arrive to Homeroom, they must remain in Homeroom unless they possess an excused pass for them to be elsewhere or unless there are emergency/mitigating circumstances.

Tardies to Class after the First Class Period of the Day

When a student is fewer than 10 minutes late (without an excused passed from a staff member), the teacher should document that as tardy to class. Tardies only pertain to the first 10 minutes of class. Arrival to class after 10 minutes constitutes cutting class and/or being in unauthorized area, unless, of course, he/she is just arriving to school,

and in that case the student will get a pass (which could be excused or unexcused, based on circumstances) from the front office.

NOTE: Students who fail to adhere to the processes above will be considered insubordinate and will receive consequences for that offense per the SMS Behavioral Plan (see previous page) and the Douglas County School System's Level I, Level II, and Level III procedures (as listed in the Douglas County School System Student Handbook).

BOOKBAGS

Students will not be allowed to carry book bags to ANY class due to student safety. Book bags should be left in lockers until the end of the day and can only be accessed during lockers breaks or with staff permission. Rolling book bags are not allowed. Gym clothes must be carried to connections in a plastic shopping bag or by hand.

INITIAL PARENT CONTACT

Initial parent contact is the first step of most Level I issues. Forms of initial parent contact to address Level I student discipline offenses may include but not limited to e-mails, phone calls, agenda notes, and requests for parent-teacher and/or parent-teacher-student conferences. This contact is made to inform parents of student misbehavior and to seek assistance in helping the student to make better choices. The front office and our current student information system must have current, accurate contact information for all parent/guardians.

ISS (IN-SCHOOL SUSPENSION)/OSS (OUT OF SCHOOL SUSPENSION)

The In-School Suspension (ISS) Program of the Douglas County School System is designed to provide an effective means of discipline that removes the student from the classroom while maintaining an educational program and counseling services. By having the ISS Program in the student's home school, better and more efficient services can be provided to assist that student in learning to cope in an acceptable manner with his or her environment.

The ISS teacher will have complete authority of the In-School Suspension Program. All students are to obey the ISS Teacher's directions; disrespect or acts of insubordination will not be condoned. Students who fail to comply with ISS rules and processes will be immediately suspended out of school (OSS) for a period specified by the administration, and based on the remaining time not completed in the In-School Suspension program. Students suspended out of school are not permitted on any school district property during the time of the OSS assignment. Student must also complete all assigned missed work during ISS/OSS (or after return from ISS/OSS, depending on the teacher).

AFTER SCHOOL/ADMINISTRATIVE DETENTION

After School/Administrative Detention is an alternative for dealing with discipline offenses and infractions of a moderate nature. The meeting time is usually 3:45 p.m. – 5:30 p.m. (subject to adjustment) and can occur/be assigned on any afternoon, Monday through Thursday. The student must attend the entire session to receive credit. During the session, the Detention Coordinator will closely monitor all students, who must comply with detention rules. Assigned students will need to bring school materials to After School/Administrative Detention. Additionally, students need to wear appropriate and comfortable clothing (within local school and school district dress code).

EXTRACURRICULAR ACTIVITIES/CLUBS

4-H—the nation's largest youth development organization, empowering six million young people throughout the United States.

ART CLUB—Art club is open to all students interested in Art

BAND – Band is open to sixth, seventh, and eighth grade students. Band is a yearly class and meets daily during connections class periods. Students are required to have their own instruments to participate in Band.

BASKETBALL and FOOTBALL TEAMS—All students wishing to become part of and remain on these teams must maintain a passing grade in all subjects and maintain good school citizenship. The fundamentals of these two sports stress the desire to be the best, to work hard to improve one's character, sportsmanship, and teamwork. Games are arranged with other schools within the Douglas County Conference. A tournament at the end of the season is played to determine the winner of the conference, with trophies awarded to the winning teams.

JUNIOR BETA CLUB— The purpose of Junior Beta is to encourage effort, reward merit, and to promote those qualities of character that exemplify good citizenship. Meetings are held during school and after school. Membership is by invitation.

CHEERLEADING – Anyone who meets state eligibility requirements may try out to be a SMS Cheerleader. Tryouts are in the spring. SMS cheerleaders promote the

Eagle spirit and cheer for Stewart's teams. In addition, SMS Cheerleaders carry out many service learning projects.

CHESS CLUB—The purpose of the Chess Club is to provide opportunities for members of the Stewart learning community, regardless of skill level, to participate in chess activities, to learn more about the game, and to partake in intramural event. Any member of the Stewart learning community may become a member of the Stewart Chess Club at any time during the academic year.

FIRST PRIORITY-- a youth organization that supports student-initiated, student-led Christian clubs on middle school and high school campuses

FRENCH CLUB-- The purpose of the French Club is to provide opportunities for members of the Stewart learning community, regardless of skill level, to participate in activities

DIVAS—this program combines the proven outcomes of Leadership Experience with a "sorority-type" setting, targeting teen girls.

INTERNATIONAL CLUB – The international club is open to seventh and eighth grade foreign language students. Students will be provided with a wide-range of historical, cultural and language activities throughout the world. Activities include attending festivals, eating at ethnic restaurants, listening to speakers from other countries, and preparing for "The International Dinner". Meetings are held one to two days per month, after school.

DRAMA--The purpose of the Drama is to provide opportunities for members of the Stewart learning community, regardless of skill level, to participate in theatre activities.

MATHLETES—Students study higher level mathematics and compete in a county-wide competition

MENTORING PROGRAM – The mission of this program is to provide students the opportunity to experience a meaningful relationship with a responsible, caring adult role model to increase the chances that they will succeed in school, complete their education, and grow up to be contributing citizens. The goal of the program is to provide guidance and one-on-one relationship during this complex time of change, going from childhood to adolescence. The focus will include: building self-esteem, achieving school success, attending school regularly, and developing/strengthening skills to ensure that these students engage in positive activities.

MOVIE CLUB-- a youth organization targeting middle students that love movies

PEER MEDIATORS - Peer mediation offers students the opportunity to resolve conflicts when a dispute cannot be successfully handled by students on their own and encourages students to cooperate and communicate with each other without violence. Additionally, peer mediation programs have provided administrators, students, faculty, and parents with safe, positive, and conducive learning environments. SMS utilizes this program with students as needed unless parents notify one of the school's counselors not to allow their child to participate.

PTSA—Parent, Teacher, Student Association available to all stakeholders of the SMS Community

READING BOWL—Students grades 6-8th that love to read and would like to compete in competitions to share their comprehension of text.

READING/WRITING CLUB—Students that love to read & write; talk about books and enjoy spoken word poetry

SOCCER - Anyone who meets state eligibility requirements may try out for the Yeager soccer team. Tryouts are in late winter.

SOFTBALL— Anyone who meets state eligibility requirements may try out for the Yeager softball team. Tryouts are in the fall.

STEP TEAM - Anyone who meets state eligibility requirements may try out to be a Stewart Stepper. Tryouts are in the fall. SMS Steppers promote the Eagle spirit and perform during basketball season.

SPANISH—Middle school students that love to study, read, and write in Spanish.

STUDENT GOVERNMENT—Students that exhibit leadership qualities

TRACK & FIELD — Anyone who meets state eligibility requirements may try out for the Yeager track and field team. Tryouts are in late winter.

ROAD RUNNER CLUB – The Road Runners club is open to all students and teachers interested in becoming or staying physically fit. Distance will be charted and local running events will be highlighted. Students must have a physical on file.

SCHOOL STORE—students can apply for and a number will be selected to work at the school store

WSMSTV—Students may try out for and be selected for the morning news program.

YEARBOOK STAFF - The yearbook staff is charged with the responsibility of creating the school yearbook. Students who serve on the staff decide colors, cover designs, theme, lettering, etc. They will draw layouts, identify and take pictures, work on sales and distribute the books.

STUDENT MAKE-UP WORK

When a student is absent, whether excused or unexcused, he/she will be allowed an opportunity to learn what was missed. It will be the student's responsibility to ask for make-up work and turn it in within the time set by the teacher. This make-up work will be graded as a regular assignment and the student's average will be affected if the work

is not completed.

SMS ACADEMIC INTEGRITY POLICY

Cheating (including student plagiarism of print or electronic material) is defined as students taking and/or submitting an assessment, classroom work, projects, etc., (in which an academic grade is assigned) in a dishonest way, as by improper access to the answers or work that is submitted. Furthermore, cheating is considered the equivalent of stealing, and therefore, requires disciplinary action by the classroom teacher:

On the first offense:

- Informing the student of the violation and consequences
- Designation of zero on assignment/quiz/test/exam (no alternate assignment will be given)
- Timely notification of the student's parent/guardian of the violation and consequences

On the second and subsequent offenses:

- ALL THE ABOVE
- Referral to Administration for behavioral consequences which could be various forms Detention, In-School Suspension, and/or Out of School Suspension

FIELD TRIPS

Students' teachers/grade level will determine participation in field trip activities. Criteria for participation in field trips extending overnight or further than 60 miles from school will be more stringent to optimize the safety, welfare, and educational opportunity available to students.

STEWART MIDDLE SCHOOL STUDENT DRESS CODE

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment."

In the selection of school dress, parents and students should exercise good taste and good judgment. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress, hairstyle, etc. are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire.

APPROVED FOR SCHOOL WEAR:

Pants

Pants that are size appropriate and worn at the waist.

Shorts

Shorts that are size and length appropriate, worn at the waist and are not more than three inches from the top of the knee are appropriate.

Skirts and dresses

Skirts and dresses must be worn at waistline, hemmed and no more than three inches from the top of the knee. Slits in dresses or skirts must be no more than three inches from the top of the knee. Skirts over leggings must meet the three-inch rule.

Shirts and blouses

Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirrtails must be below the belt line even with arms raised above the head or when the student is seated.

Shoes

All students must wear appropriate shoes (examples: dress, tennis, sandals, clogs). Rubber and/or metal cleats are not allowed in school or on buses.

Undergarments

Appropriate undergarments must be worn always. Undergarments of any type must not be exposed.

Accessories

Belts are optional and, if worn, are to be proper length tucked into belt loops. Belts may be required for students having difficulty with wearing pants at the waist. Girls can wear headbands.

NOT APPROVED FOR SCHOOL WEAR:

- Pants that touch the ground or floor;
- Wide legged pants, skin-tight pants; form-fitting clothing; Holes above the knee;
- Pants, dresses, skirts, shorts, and shirts that have frayed ends;
- See-through clothing;
- Halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Rubber and/or metal cleats, bare feet; pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols, or sexual innuendo;
- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, skull caps, do rags, and bandanas etc. (All hats and caps shall be properly stored during the school day).
- Large coats and hoods may not be worn in the school building. (Hoods on sweatshirts must not be pulled up on head);
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including "grills" and heavy chains;
- Any hairstyle which causes a distraction to the learning environment;
- Visible piercing type jewelry or paraphernalia (other than the ears) including tongue piercing is not allowed, unless a clear stud is used in the nose/lip area; the administration will make final determinations regarding this. Also, any piercing that disrupts the educational processes will not be permitted, as determined by instructional staff and administration.
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

Exceptions:

- Uniforms for school related activities are acceptable if approved by school administrators.
- Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.
- School administrators may alter the dress code for special occasions or extracurricular activities.

Consequences for failure to comply:

The administration will determine consequences. These may include dress modification, parent notification, counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline. Receipt of Student Handbook (which will be available on line prior to the beginning of the school year) shall serve as first notice of Dress Code Policy.

BYOT

Procedures for the Use of Personal Technology on Campus

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may now bring their own technology to school.

Definition of "Technology"

For purposes of BYOT, "Technology" means privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, laptops, netbooks, smart phones, tablet computing devices, hand held entertainment systems or other portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the wireless network and Internet gateway provided by the school may be accessed while on campus. Personal Internet connectivity devices such as, but not limited to, cell phones or "mi-fi" cellular network devices are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Douglas County School District is not liable for any device stolen or damaged while on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are affected in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Protective cases for technology are encouraged.

Availability of Technology

Teachers will not require that all students have a computing device. The district will continue to provide district owned devices that can be used by students during class time. Participation in BYOT is optional, and no student will be required to bring a device. Students without either computer or Internet access at home may gain access during the school day or at the public library.