

**Seminole Middle
School
Student Handbook
2023-24 School Year**



Seminole Middle School Guidelines for Success

We are the Seminole Hawks!

H

Have Respect for Self and Others

A

Always be PREPARED and ON TIME

W

Will make GOOD CHOICES

K

Keep FOCUSED on Goals

S

Show RESPONSIBILITY

ATTENDANCE

1. For a student's absence to be excused, the parent/guardian is requested to call the grade level office each day that their child is absent or send a note to the grade level office upon the return to school.
2. Students who have been absent five (5) days or more in a grading period may be required to bring a doctor's note for each absence. All work missed during any absence, excused or unexcused, is required to be made up within the same number of days as the length of the absence. An "F" will be recorded for any missing work after that time. Work made up for unexcused absences may be assessed as one letter grade penalty. Failure to bring a note by the end of the second day of a student's return to school will mean the absences are unexcused.
3. Student absences will be excused for illness and death in the immediate family. All other absences to be excused must be approved by the principal at least three (3) days in advance and only will be granted for reasons stated in the Code of Student Conduct, Seminole Middle reviews absences twice monthly in Child Study. After three (3) unexcused absences, students will complete a child study form and return it to his/her guidance counselor. For five (5) unexcused absences a letter will be sent to the parent from the Principal.
4. After arrival on school grounds in the morning, students are **not permitted to leave without a permit slip**. Students riding a school bus home are not allowed to walk off campus at dismissal and then return to ride their bus home.
5. Permits to Leave: Permits to leave school may be obtained from the grade level office with a note from the parent/guardian before the first period. The parent/ guardian must sign out the student in the front office and provide proper identification.

BICYCLES

Students must wear a helmet when riding to and from school. Bicycles must be walked on school grounds. All bicycles will be parked in a special parking area that is locked during the school day. Bicycles are to remain

parked until dismissal. Locks are required for all bicycles. Students may not loiter in the parking area. Students who fail to follow expectations for bike riders may lose the opportunity to ride their bicycles to Seminole Middle School.

MOTORIZED VEHICLES

Students are not permitted to park any type of motorized vehicle on the campus of Seminole Middle School.

SKATEBOARDS/SCOOTERS

Students may ride skateboards or scooters to school. They must be stored in the bike or skateboard rack. Skateboards/scooters may not be ridden on campus. Failure to follow these rules will result in a loss of privilege.

STUDENT SUPERVISION

Students are **not allowed** on campus **30 minutes before the start of the day** and all students are expected to be off campus 10 minutes after the last school bell.

CELLULAR PHONES

A student may possess a cellular telephone on school property provided it is powered off and kept in the student's locker or their backpack. If a student fails to follow this policy, their cell phone will be placed in the front office for the parent to pick up from the hours of 4:30 to 4:45 pm or unless special circumstances approved by the principal. Students who continue to disrespect school cell phone expectations may lose the privilege to bring their phones to school or may be required to drop them off in the front or grade level office each morning and then pick them up at dismissal.

CAFETERIA PROCEDURES

1. Universal free breakfast is served before school for all students.
2. Only students eating breakfast will be allowed inside the cafeteria.
3. School lunch is free for all students
4. Only bagged lunches from home and meals purchased in the SMS cafeteria are allowed in the lunch area. Parents wishing to eat lunch with their child must sign their child out of school, in the Front Office. Students

are not allowed to order food from outside organizations such as Uber Eats.

5. All students, whether or not they are eating, must be seated in the cafeteria.
6. After eating, students are responsible for cleaning up their tables and beneath their tables. Faculty on hand will provide trash cans to throw garbage away.

CHANGE OF ADDRESS

Any change of address must be changed by the parent/guardian in Parent Focus and reported to the data management technician. A change in phone number during the school year should be reported to the grade-level clerk immediately. Each parent should list at least one emergency number (other than the home telephone number). All individuals who can sign a student out from school must be noted in Focus and on the student's contact card.

CLINIC

(For Emergency Use Only)

Students who feel ill should notify their teacher and they will be sent to the grade level office. A parent or guardian will be called to pick up the student from school. The student will then be called from the grade level office to report directly to the front office when the parent/ guardian arrives at school. Clinic personnel cannot dispense aspirin or other medications. Students who must take medication during school hours must have an "Administration of Medication" form on file in the grade-level office. All medication to be left in the clinic must be in the original prescription bottle. All school accidents must be reported immediately to the grade-level office so that required reports can be completed.

SCHOOL LAPTOPS

Students have the opportunity to check out a school laptop. It is the responsibility of the student to take good care of the computer. Students who fail to follow this expectation will lose the laptop privilege. Students are allowed and encouraged to place their laptops in a small bag/case to transport between classes.

DRESS CODE

Students must dress by the policy adopted by the Pinellas County School Board found in the **Code of Student Conduct**. Please refer to Seminole Middle School's supplementary dress code process. This is to include but is limited to the following:

1. Rips, holes, or tears in clothing must be below mid-thigh.
2. Shorts, skirts, divided skirts, dresses, and culottes are allowed. They must be mid-thigh length or longer.
3. Form-fitting dresses, bottoms, or form-fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
4. No low-cut, sleeveless, and midriff shirts; or crop tops that expose any skin.
5. No bandanas, bandana print head gear (all colors), sweatbands, hats, and head coverings.
6. Clothing with hoods is not allowed to be worn at school.
7. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by federal or state law or Board policy.
8. All clothing must be appropriately sized, securely fastened, and cover the midriff, back, sides, and all undergarments at all times.
9. Students are not permitted to wear trench coats to school.
10. Students must wear safe shoes and have a full back strap on the shoe. Inappropriate footwear includes but is not limited to, roller skates, skate shoes, bedroom slippers, crocs, slides, bubble slides, or Birkenstock's.
11. Violations will result in a call home for a parent or guardian to bring a change of clothes, the school may provide a loaner outfit or the student will be assigned to ISS.

EMERGENCIES

In case of an emergency of any nature, students should remain quiet and should report immediately to the closest teacher at the time. Types of situations that could occur are power disruptions from storms and civil defense emergencies. The key to preventing panic and/or injury in any unforeseen emergencies is total cooperation with school officials.

EXTRACURRICULAR ACTIVITIES

Seminole Middle School offers interscholastic athletics for boys and girls in volleyball, basketball, flag football, and track. Cheerleading takes place during the volleyball and basketball seasons. All students trying out for a sport must have a current physical and complete all required paperwork **before** tryouts begin. Seminole Middle excels in many clubs and recently won local and State awards for their involvement. Please see our website for club listings. Additional clubs and activities will be added as interest develops. All clubs must have a sponsor.

FIELD TRIPS

All field trips must be approved in advance by the principal and supervised by a faculty member. The chaperone/student ratio must be 1 to 10. Chaperones may require Level II clearing. See the Community Liaison for details. Each student must secure written permission from his/her parent or guardian to go. Best behavior is expected from everyone.

FIRE and ACTIVE ASSAILANT DRILLS

Fire and Active Assailant drills will be held monthly. Specific instructions for fire drill evacuation are posted in each room. Active Assailant drill instructions are given by the staff. At the signal, students are expected to move quickly and quietly to their designated location and remain there until directed by staff that the drill is complete. Students should remain silent and remember that a drill is not completed until further instructions are given by their teacher.

Hall Lockers

Each student will be allowed the opportunity to use an assigned hall locker. Students must use a school-issued lock. All other locks will be removed. Administrators have the right to inspect lockers. The school will follow a "**Three Strike Policy**" for locker violations. After the third strike, students will lose the opportunity to use a school locker.

MORNING ANNOUNCEMENTS

Morning announcements are conducted via the TV or Intercom every morning. Everyone is expected to be respectful during the Pledge of Allegiance and

announcements. Students are seated, quiet, and listening attentively.

PHYSICAL EDUCATION

Students taking physical education are required to participate. A written note from a doctor is needed to be excused from participation. Students are expected to dress out to participate in PE. Students are expected to wear a white or grey T-shirt or SMS shirt, dark shorts athletic shorts, and athletic shoes. A syllabus was given to all students with information describing grading policies and department rules and regulations will be given to each student to take home. Students who do not comply shall be subject to progressive discipline consistent with the school's discipline plan.

PROGRESS REPORTS

Progress Reports are emailed to parents every Friday.

REPORT CARDS & GRADING

Letter grades on report cards correspond to the following numerical values: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. "F" is a failing grade. Comments about conduct, work habits, attendance, and tardiness are also reported.

SCHOOL BUS PROCEDURES

By School Board Policy, bus transportation will be provided for students who live at least two miles from school. No other students may ride on the bus. Bus students may only ride on the bus assigned to them. **Riding the bus is a privilege.** For a list of rules of conduct for students who ride the bus, refer to the **Code of Student Conduct**.

SCHOOL RESOURCE OFFICER

Seminole Middle School has a School Resource Officer who is employed by the Pinellas County Sheriff's Department. The School Resource Officer is available to students and parents to answer questions and respond to law enforcement issues. Our School Resource Officer may conduct classroom lessons on a variety of subjects.

SCHOOL RULES

The faculty and staff of Seminole Middle School fully support the discipline policies adopted by the School Board and published in the Code of Student Conduct. Every student at Seminole is responsible for knowledge of the rights and responsibilities contained in the booklet. **We at Seminole Middle School believe that students have the right to learn and teachers have the right to teach.**

Respect the rights of others and ourselves. Courtesy and respect towards other students and teachers are always expected.

SCHOOL RULES

PENALTIES FOR VIOLATIONS

The following penalties may be employed as necessary by the administration/faculty for violation of school rules and/or the Code of Student Conduct. Other penalties as stated in the Code of Student Conduct may be utilized as deemed appropriate.

1. Lunch Detention - Students may be assigned detention during their lunch period.
2. Detention - Students may be required, by county policy, to attend detention either before or after school. The teacher or administrator is expected to give twenty-four-hour notice to the student verbally or in writing. **TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.** If a student misses an assigned detention, he/she will be sent to the grade-level office for disciplinary action.
3. In School Suspension (ISS) and Alternative Bell Schedule (ABS). Students may be assigned to the ISS/ABS Room instead of an out-of-school suspension. They will continue their regular schoolwork under the supervision of the ISS/ABS Teacher and continue to receive credit for work completed. Students who are disruptive in the ISS/ABS Room may be suspended from school and possibly return to the ISS/ABS Room after serving the suspension.
4. Out of School Suspension (OSS)
A student may be suspended for infractions of school rules. Students assigned to OSS are not allowed on school property and cannot participate in school-related activities during their assigned period.

5. Expulsion - The School Board may expel a student for serious or chronic violations of school rules. While under suspension or expulsion, students are not allowed on school property, nor are they allowed to participate in, or attend, any school activity. Students may resume participation after being reinstated in school. Under special circumstances, with the approval of the principal, a student may be barred from participating in an activity beyond the suspension period.
6. Smoking within 1,000 feet of a school is illegal and will be enforced by law enforcement officials.

REPORT SAFETY CONCERNS

Pinellas County Schools has partnered with Sandy Hook Promise to offer the Say Something Anonymous Reporting System. Say Something allows you to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others. Tips made to the Say Something Anonymous Reporting System are passed along to the appropriate law enforcement agencies and school officials. The website to make a report is below:
<https://www.sandyhookpromise.org/say-something-tips/>

TARDIES

Students are expected to be in class on time. Classroom doors will be locked at each bell. Students in the hallway after the late bell will be escorted to the grade level office to receive a tardy slip to class. Students accumulating excessive tardies, 3 or more a week will be assigned lunch detention, detention, or in-school suspension. A parent conference or visit from the school's social worker may also be requested.

WITHDRAWALS FROM SCHOOL

Before withdrawing students from school, parents or guardians must contact the data management technician, no later than the day before the day of withdrawal. Withdrawal forms must be processed, textbooks returned, and obligations met before the withdrawal is complete. The student will be dropped from our roster when

your child's new school notifies us of his/her enrollment.

Revised 9/14/22