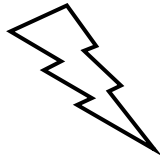


SEBRING MIDDLE SCHOOL

2010-2011 Student Handbook

Mrs. Sandra Whidden
Principal



**500 East Center Ave.
Sebring, FL 33870
471-5700**

Dear Students and Parents:

It is with great pleasure that we welcome you as participants to a school program that is growing in its tradition of creating a quality school community. Accomplishments at SMS would not be possible without the commitment of a dedicated staff, involved students, and informed and concerned parents. We must join together to insure that we not only maintain quality in the education we provide, but also grow as a quality school community.

When individuals come together as a group, just as in society, it is vital that there exist some basic guidelines and rules, as well as consequences, for living and working together. The Student Handbook, along with district, team, and teacher policies, is designed to provide information about these guidelines.

This information is necessary to create informed members of our school community so that we can reduce distractions from our primary goal of educating your child. It is vital that students and parents carefully read and understand the contents of this handbook and other guidelines that are provided. Please contact any staff member for clarification or questions. We are more than happy to provide further information.

Sincerely,
SMS Administration

PARENT / STUDENT SIGNATURE FORM

SEBRING MIDDLE SCHOOL'S 2010-2011 STUDENT HANDBOOK

Parents,

To ensure your child has a successful year at Sebring Middle School, we encourage you to review all of the information contained in this student handbook with them.

After reading and reviewing this information with your child, please sign the form at the end of the handbook and return it to your child's homeroom teacher. This form indicates that you have reviewed the student handbook and discussed its contents with your child. **Your signature does not mean that you necessarily agree or disagree with the policies of Sebring Middle School; it simply means that you have taken the time to read and go over them with your child.**

Attendance:

Florida State Law:

- Students must attend all classes on a regular and punctual basis.
- Parents are responsible for their child's attendance.
- Students entering the 7th grade must be immunized with the complete hepatitis B vaccine series, a second measles vaccine (MMR) and a tetanus-diphtheria booster (Td), in addition to currently required immunizations.
- A note from a parent or guardian must accompany a student upon their return to school to receive an excused absence.

Punctuality is necessary for a student to take full advantage of available educational opportunities and is essential in order to start instruction on time. In addition, students who check-out of school before the final bell lose instructional time and are at a disadvantage. If the student is not in the classroom when the tardy bell rings, he/she will be classified as tardy. A student who accumulates five unexcused tardies or check-outs except for documented medical/dental appointments or other authorized reasons that constitute an excused absence shall be deemed absent from on school day.

Excused Absences (Highlands County School Board Policy):

- Personal illness of the student (Medical evidence may be required by the principal.)
- Court appearance of the student (A summons is required.)
- Medical or dental appointment of the student (Medical statement is required.)
- Religious holiday
- Death in the immediate family
- Approved school activity
- Attendance at a center under Health & Rehabilitative Services
- Insurmountable problems (Permission by the principal may be required.)

We stress good daily attendance at Sebring Middle School. Students and parents are encouraged to schedule appointments, vacation, trips, etc., at a time so children can remain in school each day, all day. If a planned absence is unavoidable, a prearranged absence may be granted provided the student has had good attendance, good grades, and the parents have made the request in writing prior to the absence. Furthermore, tardiness, missing class periods, partial days, and/or checking out early from school will be monitored on a regular basis.

Pre-arranged Absences:

The purpose of a pre-arranged absence is to allow absences for reasons normally unexcused. Pre-arranged absence forms (MIS 01.12) are available in the school office and one **should be submitted as far in advance as possible, but not less than three days prior to the requested date.**

Students must present a pre-arranged absence form, **signed by a parent/guardian**, to the principal or designee. During the initial review, an administrator/designee will consider the student's attendance, grades, and discipline. Upon initial review, the form will be returned to the student to obtain teachers' signatures and comments/assignments (secondary schools only). Once teachers' signatures are obtained, it will be resubmitted to the administrator/designee for final approval or disapproval.

Students are responsible for turning in assigned work within a reasonable amount of time. **No pre-arranged absences will be granted during semester exams, FCAT, or end of course exams.**

Student's Responsibilities:

- Bring a note from home stating the reason for the absence (within a 2 day period), date of absence, and signature of guardian. (Attach other evidence as described under "Excused Absences.")
- Give the written excuse to the homeroom teacher upon his/her return to school.
- Obtain an admit slip to class to show all teachers whose classes were missed due to the absence.
- **Ask for and make up missed assignments.**
- Understand that the student has two days for every day missed to make up the work, up to two weeks.
- Understand that the student shall not be allowed to earn credit for making up missed work if the student has been placed on "out-of-school" suspension, expulsion, or other unexcused absences.
- Understand that the student may not attend or participate in any school activities or functions on the day they are absent from classes due to serving individualized study services or out-of-school suspension.
- Understand that the student shall not attend any school function on any day the student is absent from school.
- **Tardy to School:** If a student arrives to school after the first bell, he or she must report to the attendance clerk in the guidance office to receive a pass to class.
- Understand that the student may not participate in or attend extracurricular events on the day the student is absent from school.
- **Leaving Campus:** Once a student arrives on campus he or she cannot leave the campus for any reason without permission from the office.

Permission to leave campus will be granted only by parental request made in person or in writing to the appropriate school personnel.

Students must be signed out in the front office before leaving school and signed in upon returning to school.

If a student is to leave campus with someone other than the legal guardian, the legal guardian must give the name of the person to the office and this name must be on file prior to the child being released to the individual.

FOR THE SAFETY OF THE STUDENT, A PICTURE I.D. MAY BE REQUIRED BEFORE THE STUDENT CAN LEAVE THE CAMPUS WITH THE PARENT OR ANYONE OTHER THAN THE LEGAL GUARDIAN. FOR CUSTODIAL SITUATIONS, A COPY OF THE LEGAL CUSTODIAL PAPERS MUST BE ON FILE IN THE SCHOOL GUIDANCE OFFICE.

IT IS VITAL THAT PARENTS OR GUARDIANS CONTINUOUSLY UPDATE STUDENT INFORMATION REGARDING CURRENT ADDRESS, WORK PHONE, HOME PHONE, AND EMERGENCY PHONE NUMBERS IN THE EVENT OF AN EMERGENCY SITUATION.

Student Attendance Review Committee (SARC)

After **five (5)** unexcused absences in any **30 calendar day period**, or **(ten) 10 unexcused absences in any 90 calendar day period**, a verbal notice or notice by registered letter will be sent to the parent or guardian requiring the parent/guardian to appear before the School Attendance Review Committee (S.A.R.C.)

After **15** unexcused absences in any **90 calendar day period**, the **Superintendent may choose to file a truancy petition in Circuit Court**, or the student and the parent or guardian will be referred to the Truancy Arbitration Board. The Truancy Arbitration Board has the authority under Florida law to:

- A. File legal charges against the parent/guardian.
- B. File legal charges against the student.
- C. Refer the family for intervention services.

After **15** absences due to illness (excused or unexcused) in any **90 calendar day period**, students will be required to provide a physician's statement explaining the absences.

Arrival and Departure Times:

According to Florida State Law, the school board is responsible for students only 30 minutes prior to and 30 minutes after a school activity. Due to these supervision restrictions, we urge all students to **ARRIVE ON SCHOOL CAMPUS AFTER 7:50 A.M. AND TO BE OFF CAMPUS BY 3:10 P.M.**, unless the student is attending a pre-arranged, school-sponsored activity. Any student arriving on campus before 7:40 A.M. will be required to attend a pre-school study hall. Students who stay after school must be under the direct supervision of a faculty or staff member and must remain in their designated areas for tutoring, make-up work, practices, detentions, and rehearsals. **Any student attending extracurricular activities (athletics, games, practices, dances or field trips) must be picked up by the predetermined time. Student not picked up by the specified time will lose the privilege to participate in further activities.**

BELL SCHEDULE 2010 – 2011

TIME	LENGTH	6 th Grade	7 th Grade	8 th Grade
8:12	FIRST BELL			
8:15 - 8:59	44 Minutes	1 st PERIOD	1 st PERIOD	1 st PERIOD
9:02 - 9:44	42 Minutes	2 nd PERIOD	2 nd PERIOD	2 nd PERIOD
9:48 - 10:30	42 Minutes	3 rd PERIOD	3 rd PERIOD	3 rd PERIOD
10:33 - 11:15	42 Minutes	4 th PERIOD	4 th PERIOD	4 th PERIOD
11:18 - 12:00	42 Minutes	LUNCH	5 th PERIOD	5 th PERIOD
12:03 - 12:45	42 Minutes	5 th PERIOD	LUNCH	6 th PERIOD
12:47 - 1:29	42 Minutes	6 th PERIOD	6 th PERIOD	LUNCH
1:33 - 2:15	42 Minutes	7 th PERIOD	7 th PERIOD	7 th PERIOD
2:18 - 3:00	42 Minutes	8 th PERIOD	8 th PERIOD	8 th PERIOD

Bicycles:

Florida State Law mandates that all children **under age 16** must wear a bicycle helmet.

Student's Responsibilities:

- Do not ride on school grounds or in the parent pick-up area.
- Park or store bikes in the designated area upon arrival at school.
- Purchase own lock to secure bicycle to the bike rack.

Bus Policy:

Student's Responsibilities:

- Understand that riding a bus is a privilege, not a right.
- Follow all the transportation rules and the rules set forth by the bus driver.

A student may ride a bus other than the one he or she is assigned if there is an **emergency child-care need**. Written request from the parent/guardian containing the students **first and last name**, reason, dates, and a **phone number to a contact parent** should be given to the office receptionist at the beginning of the school day. A "Permission to Ride School Bus" form will be completed by a school administrator or their designee. After the Transportation Department confirms that there is space available on the requested bus, the form is presented to the student to be given as a bus pass to the bus driver.

Cell Phones:

As stated in the School Board of Highlands County Code of Student Conduct, cell phones or any other electronic communication device shall not be activated during school hours. All electronic communication devices must be powered off and stored in backpacks, book-bags, or purses, and are not permitted to be worn or stored on the person in any fashion. Should a student be in possession of a cell phone which is activated during school hours, he/she will receive a **minimum consequence of one day of ISS** with confiscation of the phone. Confiscated phones will only be returned to parent/guardians.

Dress Standards:

We believe that all students have the right to a safe, healthy school environment. We believe that all students have the responsibility to dress appropriately and observe basic standards of cleanliness and good grooming. A student's dress and appearance should not cause disruption or distract from the educational process or create a health or safety concern for him or her self or others.

1. **Hats, caps, head-coverings** (including hooded sweatshirts, etc.) are inappropriate for school and may not be seen or worn. Hooded jackets and sweatshirts may be worn, but the hood may not be worn on the student's head.
2. **Shirts and blouses** must be long enough to cover the belt line **at all times**. **Jackets may not cover up dress code violations.** When raising a hand or sitting, the stomach and back area must be covered. Logos or pictures that advertise, display, or represent items such as alcoholic beverages, tobacco, obscenities, sexual innuendos, violent acts, disloyalty to our country, **gang related colors/symbols**, or other negative messages are not appropriate attire for school. Sleeveless, Strapless, low-cut or deep scoop neck, see-through, mesh, tank tops and tight-fitting shirts are not appropriate attire on campus. The shirt or blouse must cover the underarm area. **Students who wear shirts that are low-cut or deep scoop neck to school will be warned and required to change into appropriate clothing. Any further violation will result in the student being required to wear high-neck or collared shirts for the remainder of the school year.**
3. **Pants, shorts, skirts, and skorts** should be worn at the natural waist and be at least below the fingertips (including slits). These clothes should be worn as intended, no more than one size larger than the normal size required and hemmed no longer than the heel of the shoes. Any holes in pants must be below the fingertips. If holes are above the fingertip area, they must be covered so no skin is showing. **Students who wear pants/shorts that are too large will be warned and the pants will be cinched. Any further violation will result in the student being required to wear his/her shirt tucked in with a belt for the remainder of the school year.**
4. Track, gym, boxer, biker shorts or any clothes that are tight fitting or see-through are not appropriate attire on campus. Pants, shorts or sweatpants with **wording across the seat** of garment may not be worn.
5. **Dresses** must cover the chest and underarm area, have sleeves, and be fingertip in length. If the chest or underarm area is not sufficiently covered, a blouse or shirt must be worn under the dress. Tight fitting, see-through dresses are not appropriate attire on campus.
6. **Outerwear** (jackets, sweaters, sweatshirts, coats) may be worn as required for comfort due to weather conditions. **Blankets are not acceptable outerwear.** Clothing that meets the "Dress Code", as described above must be worn under any item of outerwear. Students will be asked to store outerwear after arriving on campus **IF** it interferes or causes a distraction in the school environment or hinders a student's movement or participation in school functions and activities.
7. **Shoes** must be worn at all times. Bedroom slippers may not be worn.
8. **Accessories** should be kept to a minimum and jewelry may not pierce the skin except the ears. Jewelry or buttons that advertise, display, or represent items such as alcoholic beverages, tobacco, obscenities, sex, disloyalty to our country, or other negative messages are not appropriate for school. Choke or wallet chains and chain belts are not allowed. The use of sunglasses is not appropriate during the instructional day. If sunglasses are brought to school, they should be kept out of sight, in a book bag. Regular book bags are acceptable. Book bags on wheels are not appropriate for crowded hallways. A doctor's note for a book bag on wheels will

be accepted if a child has a medical condition that warrants the use of a book bag on wheels. Parents must monitor the contents and weight of their child's book bag.

9. Hair dyes of **unnatural colors** are distracting and therefore inappropriate for school as are haircuts such as **mohawks**, etc.
10. **Pajamas are not appropriate attire for school and may not be worn**
11. **Gang related symbols are prohibited.** This includes any article of clothing, badge, sign, lettering, hairdo, or personal adornments that are intended by students to designate a gang symbol or to signify affiliation with, participation in, or glorification of gang life.

Dress Code Violations and Disciplinary Action:

If a student violates our Sebring Middle School dress code, parents will be notified and multiple infractions may result in a disciplinary action. **Children in violation will be asked to wear an appropriate clothing item for the remainder of the day.** Excessive violations may be interpreted as defiance of authority. If it is not possible for an appropriate item to be located, the student will be placed in ISS, so he/she won't distract students/staff. **Additionally, after three warnings, students who continue to violate the dress code will be required to wear clothes as specified by the administration for the remainder of the school year.**

School-based administrators have the final authority to determine when personal appearance and dress do not meet Board and school standards and also have the authority to take appropriate action. (HCSB Policy)

Emergency Procedures:

- Regularly scheduled emergency evacuations and practices will be conducted for the following: **fire drills, bomb threats, lockdowns, and tornado warnings.**
- All students are responsible for following the emergency procedures as directed by **all** school personnel.
- In any emergency situation, no student will be allowed to leave his or her designated area until an, "all-clear notice", has been given by the principal or designee.

Failure is Not an Option

At SMS, we work to ensure students complete their homework and class work. When students choose not to do their assignments, we reserve the right to limit their attendance at extra-curricular events (dances, pep rallies, athletic events). They may also have their lunch time limited to 20 minutes so they can work the other 20 minutes on their school assignments. Our first priority is academic achievement over social interaction. Our school's success is based on this premise.

Grading Procedures:

The Florida State Legislature has established the following grading scale:

Excellent	A	90-100	4 Grade Points
Good/Above Average	B	80- 89	3 Grade Points
Fair/Average	C	70- 79	2 Grade Points
Poor/Below Average	D	60- 69	1 Grade Point
Failing	F	0- 60	0 Grade Points
Withdrawn Passing	WP		
Withdrawn Failing	WF		

Teacher's Responsibilities:

- Communicate with students, parents, and administration how the grades for each class are computed.
- Compute numerically and report a grade for each student for each of the four nine-week grading periods (See official school calendar).
- Complete and send home a progress report for each student by the **fifth week** of each nine-week grading period.
- Update of grades on Pinnacle will be made weekly so parents can access these through the Pinnacle Parent Viewer.
- Make a reasonable attempt to notify parent/guardian when a student exhibits a pattern of not performing well.

Student's Responsibilities:

- Stay aware of grades in each class at all times.
- Take **progress reports** home and have them reviewed by a parent or guardian.
- Take **report cards** home to review and discuss with his or her parent or guardian.

Parent's Responsibilities:

- Ask for and review **progress reports** during the fifth week of each nine-week grading period.
- Review and discuss student's grades and progress. Access Pinnacle Parent Viewer to review your child's grade.
- When a concern about the child's performance or behavior arises, call the guidance department and set up a conference with the child's teachers or an individual teacher.
- Parents may visit classrooms with **prior office notification and permission**.

Parent Conferences:

Due to budgetary constraints, teachers have been limited to one common planning period each morning. In an effort to protect instructional planning time, parent conferences will be scheduled after each progress report and report card period. The following dates and times will be available for individual parent conferences.

Dates	Conference Hours
September 30 th , 2010	3:15 p.m. – 4:15 p.m.
November 17 th , 2010	3:15 p.m. – 4:15 p.m.
December 16 th , 2010	3:15 p.m. – 4:15 p.m.
February 10 th , 2011	3:15 p.m. – 4:15 p.m.
March 3 rd , 2011	3:15 p.m. – 4:15 p.m.
April 20 th , 2011	3:15 p.m. – 4:15 p.m.
May 12 th , 2011	3:15 p.m. – 4:15 p.m.

If you would like to schedule a conference with your child's teacher on one of the above dates, please contact Tammy Goins, our guidance secretary at (863) 471.5700.

Progress Report/Report Card Dates:

Progress reports will be issued on the following dates:

September 24th, 2010
December 10th, 2010
February 25th, 2011
May 6th, 2011

Report cards will be issued on the following dates:

November 10th, 2010
February 2nd, 2011
April 13th, 2011
June 17th, 2011

Lockers:

School's Responsibilities:

- Because each student will have a class set of textbooks and a textbook issued for home use, hall lockers will not be issued to the students.
- The P.E. department may also issue a locker for physical education class.
- **School officials have the right to search and inspect lockers at any time without notice.**

Student's Responsibilities: (Responsibilities apply to **gym lockers**.)

- Keep locker locked at all times. Don't let anyone know your combination.
- **Do not leave valuables in your gym locker. Leave valuables at home!**
- Do not share lockers. The student is responsible for whatever is in the locker.
- Keep the locker clean and orderly.

Personal Property: Inappropriate items: (**Do not bring to school!**)

- HATS, CANDY, FOOD, DRINKS OR WATER BOTTLES, PETS/ANIMALS, TOYS (of any kind), RADIOS, TAPES (CD, cassette, or video), EARPHONES, ELECTRONIC GAMES, CD PLAYERS, TAPE RECORDERS, CAMERAS, OTHER ELECTRONIC GAMES AND DEVICES, TRADING CARDS, DICE, BALLS, BATS, SKATES, SKATEBOARDS, BLANKETS, or any other items of a personal nature that may be inappropriate and disruptive in a school setting. **DO NOT BRING LARGE SUMS OF MONEY TO SCHOOL.**
- Inappropriate items **will be taken** and returned at the end of the school year or during a parent conference.

Illegal items:

- **Possession of FIREARMS, KNIVES, EXPLOSIVES, MACE, PEPPER SPRAY, CIGARETTE LIGHTERS**, or any other object that may be identified as a potential weapon.
- Illegal items will be confiscated and **possession of an illegal item may result in out-of-school suspension or expulsion.**
- Possession of an illegal item **WILL BE REPORTED** to law enforcement.
- Laser devises (pens or others) are not to be brought to school.

Surveillance Cameras:

- Cameras have been installed in strategic areas for the security of our students, staff and visitors
- Images captured by the cameras are being recorded and monitored throughout the day and evenings
- Damage to security equipment is punishable under the Highlands County Code of Student Conduct and may be considered criminal mischief under Florida Statute 806.13.

Textbooks:

School's Responsibility:

- Loan textbooks to students for use in classes and at home.

Student's Responsibilities:

- Know where the assigned textbooks are at all times.
- Keep all textbooks clean and free from damage or misuse.

- Pay for damaged or lost textbooks. **A student may be fined the complete cost of the textbook if it was assigned to the student as a new book.** The following criteria shall be used for evaluation of the cost of lost and damaged books according to the condition of the book according to School Board Policy 4.33.
 - New-purchase price of textbook.
 - Good-75% of purchase price.
 - Fair-50% of purchase price.
 - Poor-25% of purchase price.
- Report cards will not be available to parent until all financial obligations have been satisfied.

Students may be excluded from extracurricular activities until financial obligations are satisfied, and will extend into the next school year.

Visitors On Campus And In The Classroom:

- Parents, other adults in the community, and interested educators are welcomed and encouraged to visit our school.
- **All visitors are to report to the office to sign in and receive a visitor's pass!**
- Students from other schools **are not permitted** on campus or in the classrooms at any time.
- Individuals who cause a disruption on the campus or at school-related events will be asked to leave or reported to law enforcement.

Visitor's Responsibilities:

- Prearrange the visit.
- Upon arrival for the visit, register in the front office to receive a visitor's pass and information. Please visit only the area to which you are assigned.
- When visiting a classroom, remember that **the teacher is in charge of his/her classroom.** If you have a concern about what is happening in the classroom, see an administrator before leaving campus or arrange for a conference with a school administrator.
- Visitors who would like to eat lunch with a student must be designated as a family contact on the individual student's demographic sheet. The school has assigned an area where designated visitors and students will sit and share lunch together.

Student Services:

Cafeteria:

- Students will eat in the cafeteria or outside in a designated area.
- Students may either bring their lunch or purchase a lunch.
- Students may prepay for their lunches. Contact the school cafeteria for more information.
- Breakfast is free for all students.
- Free and reduced lunches are available through the county for qualified individuals. For more information, contact the Highlands County School Board Food Services office.
- No pizza or other fast food deliveries may be made to the cafeteria.

Clinic:

- The SMS clinic provides a place for students who must go home because they are injured and/or seriously ill. A student should not remain in the clinic room for more than one hour.
- The SMS clinic provides limited first aid for minor problems.

Highlands County School Board Procedure for the Administration of Prescription Medication by School Health Personnel:

- An **authorization form** must be filled out by the **physician** and **parent** and on file in the school clinic.
- All prescribed medication, when not in use, must be stored in the original containers under lock and key.
- The medication prescribed for the student should be labeled with the following information: **student's name, dosage, time of day to be taken, physician's name, and date of prescription.**
- This procedure is followed also for non-prescription medication.

Parent's or Guardian's Responsibilities:

- After being contacted by school personnel, pick up a sick child as soon as possible.
- If required, complete the authorization form for dispensing medication correctly.
- **Complete an Emergency Treatment form at the beginning of the school year that will provide current information to the school.**

Guidance Services:

The following are services offered by the SMS Guidance Department:

- **Enroll** students - A student enrolling in Sebring Middle School must have:
 1. A birth certificate
 2. A social security number
 3. An immunization certificate from the Highlands County Health Department
 4. A physical (if coming from out of state)
 5. Custody papers, if applicable
 6. Name and address of former school
 7. Report card from former school
 8. Proof of address (for example, most recent electric bill or water bill)
- **Schedule** students or make appropriate schedule changes.
- **Help** individual students and groups of students **with various problems**, both school-related and personal. No counselor can "solve" these problems, but he or she can often help the student work out his or her own answers by giving helpful advice or recommend alternative services. All conversations with counselors are strictly confidential. Students should request a pass from the counselor or his or her teacher for a conference with a guidance counselor.
- **Assist with standardized testing**, such as the FCAT, and FCAT Writes tests, and explain the results to individual students and parents.
- **Request homework** for students who have an excused absence for **more than 3 days**. If a child is going to be absent more than 3 days, a parent may call the school and request the appropriate materials and assignments that the child has missed or will miss. This request should be made one day in advance. **Note:** Students have 2 days for every 1-day absent, **not to exceed 2 weeks**, to make up work missed during an excused absence.
- **Arrange tutoring** for students
- **Withdrawal of students** - Procedure:
 1. The parent/guardian must first notify the guidance office of the withdrawal of their child.
 2. On the last day of attendance at the school, the student obtains a withdrawal form from the guidance office in the morning and takes the form to his/her teachers, the librarian, and the lunchroom manager for their signatures.
 3. The form is returned to the guidance office at the end of the day.
 4. All debts incurred by the student must be cleared before the withdrawal may be completed.
 5. All records will be mailed to the receiving school upon parent request.
Permanent records cannot be hand-carried by the student.

Insurance:

- Is available to all students.
- Types of coverage: school day, 24 hour, life, dental, and special football.
- Claims for accidents should be reported to the office.
- **Healthy Kids Insurance** - Contact the guidance office for information on enrolling in this excellent, low-cost plan.

Lost and Found:

- An area in the cafeteria will be provided for lost and found items.
- Any lost or found item should be immediately reported or turned in to the office.
- **Items not claimed by the end of the school year will be sent to needy organizations in the community.**

Media Center:

Services:

- Computers are available for research. (Internet permission forms required)
- Books may be checked out for two (2) weeks at a time and may be renewed.
- Books not returned on time will be assessed a fine of five cents per day.
- The school store is open before school so that students may purchase limited supplies needed for each class. Cash only.

Student's Responsibilities:

- Take care of books checked out from the media center.
- During class time, obtain a pass from a teacher indicating the reason for being in the media center.
- Return books within the two-week check-out period.
- Pay the five-cent fine for each book for each day it is overdue. If the student is absent on the day the book is due, on the day of returning to school show the librarian an admit slip for an excused absence. The fine will not have to be paid.
- Understand that media center privileges may be revoked due to an overdue book, a fine, or a lost book.

Telephone:

Rules and Regulations:

- Students may use the office telephones only with permission and supervision of school personnel. **Forgotten books, band instruments, and physical education clothes do not constitute an emergency or require a phone call home.**
- Arrangements regarding after-school activities need to be made **before** school begins.
- Students will not be called to the phone during the school day. Important messages will be delivered to the student.

Student Conduct and Behavior:

Each student is responsible for his or her individual behavior while attending school, traveling to and from school, or participating in a school-sponsored activity. Our students make a positive contribution to Sebring Middle School by:

1. **Being on time, ready to start, and prepared for class. (books, pens, paper etc.)**
2. **Being polite and respectful to others.**
3. **Dressing neatly and appropriately according to the dress code.**
4. **Participating in school activities in a positive manner.**
5. **Taking care of our school and school materials.**

Code of Student Conduct: (Highlands County School Board)

- This code will be followed by administrators, resource teachers, and teachers in dealing with the misbehavior of students.
- A copy of the code will be given to and reviewed with each student.
- A copy will be sent home for the parents to review, sign, and return.

Positive Behavioral Support:

This is a process for rewarding students who make good choices and follow school rules and policies. Approximately each quarter, students who have no referrals and no missing work will be permitted to participate in various activities. Those activities may include water days, field days, and socials.

Computer Lab Rules:

- Computer use is to be supervised by either the lab monitor or the classroom teacher.
- Computer use is restricted to the software or web address designated by the teacher.
- Students must have parent permission to use the Internet.
- Students are not to change settings on the computers.
- Do not take book bags to computer stations. Leave all unnecessary items in book bags.
- ABSOLUTELY NO FOOD, GUM, OR BEVERAGES at the computer stations.
- Printing is permitted only with permission from the lab monitor or teacher.
- NO E-MAIL, HOTMAIL, CHAT SESSIONS.

Individual Study Services (ISS):

- ISS is a classroom where a student spends the entire day doing written assignments and completing assignments sent by his or her teachers.
- ISS provides the opportunity for a student to remain in school and receive credit for assignments.
- Procedures for assigning ISS are set forth in the **Highlands County School Board Code of Student Conduct** and the **Student Handbook**.
- **Students receiving ISS may not take part in or attend special activities during the school day or extracurricular activities on the day(s) they are assigned ISS.**
- If a student is absent on the day ISS is to be served, the missed time will be made up on the first day the student returns to school.
- If a student misbehaves in ISS, he or she may be assigned additional days of ISS or assigned OSS (out-of-school suspension).
- Students assigned to ISS are required to report to their homeroom at the beginning of school. Students will be dismissed from their first period class by their homeroom teacher and will go directly to the ISS room.

Individual Study Services (ISS) rules:

- Come prepared to work. Bring books, paper, and pencils to ISS. Teachers will send assignments.
- Work only on school related work or supplemental learning materials assigned by the ISS instructor. Students may also be assigned to extra duties for certain periods of time.
- Do not leave your assigned seat unless permission is given.
- Do not talk. If a student has question, raise his or her hand and wait for permission to speak.
- Do not sleep or lay head down on the desk.
- Sit in the direction of your desk.
- Do not leave the room. Bathroom breaks and lunches will be provided in the room.
- Keep the desk and area in a clean condition, free of paper.
- Do not mark on desks or any other surfaces in the room.

Out-of-School Suspension (OSS): (assigned for major rule infractions)

- A student may not attend school or any extra-curricular activities on the day(s) he or she is assigned to OSS.
- A student does not receive credit for the assignments he/she has missed during the assigned days of OSS. Assignments may **not** be made up, for credit, however, to prevent loss of learning, work should be completed upon return. Student or parent must request work.
- Procedures for assigning OSS are set forth in the **Highlands County School Board Code of Student Conduct**.

Student Organizations and Activities:

Eligibility: To be eligible during the 1st nine weeks of the school year, the student must have earned a 2.0 GPA during the 4th quarter, and be promoted to the next grade. Students wishing to participate in extracurricular activities during the 2nd, 3rd, and 4th nine weeks must have achieved a 2.0 GPA for the previous nine weeks.

The eligibility requirements apply to those activities involving a competition, performance, and their related practices, outside the school and/or school day. The principal will determine exceptions to this definition of an extracurricular activity if the event is judged to enhance the instructional program and/or improve the school climate.

Students must be present all day or have an approved absence on the day of an event to participate in a school activity. Information regarding membership and participation in the various organizations and activities will be given to students at the beginning of the year or when the club prepares to have its first meeting. **Additionally, if a student has a discipline referral(s), the administration reserves the right to exclude the student from extracurricular and school activities.**

Co-Curricular Activities: Band, Chorus, and FFA

Extra-curricular Activities: Academic Team, NJHS, Student Gov't, Athletics, FFA, dances.

National Junior Honor Society: The selection process for NJHS will be published in the student newspaper and on the school website.

Sports: Football, Softball, Basketball, Volleyball and Cheerleading.

Student Council: To become a member of student council, one must be elected to the various positions and meet eligibility requirements.

Renaissance: To receive a Renaissance card, a student must have:

- Platinum: GPA of 4.0. All absences excused and no discipline referrals.
- Gold Card: GPA of 3.8-3.9. All absences excused and no discipline referrals.
- Silver Card: GPA of 3.5 - 3.799. No discipline referrals.
- Bronze Card: GPA of 3.0 - 3.499. No discipline referrals.

Student of the Month: Students of the Month will be selected by teachers for each grade level to recognize students who show the following characteristics:

- Good citizenship
- Cooperation with faculty and administration
- School spirit
- Respect for school property
- Service to the school
- Courtesy to fellow students

Sebring Chamber of Commerce Student of the Month: Each month, an eighth grade student is selected to represent Sebring Middle School at the Chamber's monthly breakfast meeting. The student receives a plaque, a savings bond and other complimentary awards.

Parent/Guardian Community Involvement:

Sebring Middle School welcomes and encourages the involvement of parents and the community in creating a positive and successful school environment. There are several ways in which parents and members of the community can become involved:

School Advisory Committee (SAC)

Parent/Teacher Organization (PTO)

Renaissance

Volunteers (e.g. field trips; career, book, or health fairs; tutoring; classroom, office, or clerical help; Renaissance) **A volunteer must have applied and been approved by Highlands County School Board prior to participation.**

Student Promotion:

Under the A++ legislation, students who began middle school during the 2006-2007 school year must pass all core academic subjects. The state defines those as: Math, Language Arts, Social Studies, and Science. In addition, one semester of career education must be successfully completed before leaving middle school.

S.M.S. SCHOOL BUSINESS PARTNERS:

TAYLOR RENTAL CENTER

Mid Florida Federal Credit Union

Please have your student return this form to their homeroom class

PARENT / STUDENT SIGNATURE FORM

SEBRING MIDDLE SCHOOL'S 2010-2011 STUDENT HANDBOOK

Parents,

We encourage you to review all the information in the student handbook with your child. Please sign this form and return it to your child's homeroom teacher indicating that you have reviewed the student handbook and discussed its contents with your child. **Your signature does not mean that you necessarily agree or disagree with the policies of Sebring Middle School; it simply means that you have taken the time to read and go over them with your child.**

Additionally after three warnings, students who continue to violate the dress code policy will be required to wear clothes as specified by the administration for the remainder of the school year. If a student has a discipline referral (s) the administration reserves the right to exclude the student from extracurricular and school activities.

Thank you for your help and support.

Print student's name _____

Student signature _____

Parent/Guardian signature _____

Date _____