

Southwest Middle School
2815 S. Eden Parkway
Lakeland, FL 33803

Parent/Student Handbook
2007-2008



“A Tradition of Excellence”

This agenda belongs to: _____

Grade: _____

First Period Teacher: _____

MISSION

The mission of Southwest Middle School is to join the school, family, and community for the purpose of providing an environment conducive to effective teaching and optimum learning.

SCHOOL ORGANIZATION

Southwest Middle School is comprised of sixth, seventh, and eighth grades. Our grade levels are divided into teams:

Sixth Grade - Flaming Arrows, Tomahawks, and new 6th grade team

Seventh Grade – Braves, Chiefs, & Mighty Warriors

Eighth Grade - Soaring Eagles, Thunderbirds, & Mighty Warriors

Along with the grade level teams, Southwest Middle School offers a full range of special educational services.

CURRICULUM DESIGN

Southwest Middle School offers instruction in the five basic areas - Math, Science, Social Studies, Language Arts, and Reading. Students also choose two electives each year. A broad range of electives is available including band, chorus, orchestra, art, home economics, computers, shop, video production, physical education, and foreign language.

ATTENDANCE

School attendance is imperative for student academic success. Students are expected to attend school every day. Parents are responsible for notifying the school by 9:30 A.M. when their child is absent, or by sending a note explaining the reason for the absence the day the child returns to school. Notes should be brought to the office by 8:50 A.M. on the day of return. A pass indicating excused or unexcused will then be given to the student. Please refer to the Polk County Student Code of Conduct book for more information about excused and unexcused absences. Students are responsible for contacting teachers about make-up work upon return from an excused absence.

SCHOOL HOURS

School hours are from 8:48 A.M. - 3:35 P.M. Hours of supervision are from 8:15 A.M. until 4:00 P.M.

BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES

Students arriving on campus before 8:48 will report to the gym. Students participating in the breakfast program will report to the cafeteria and remain there until the first bell. Unless involved in a sanctioned, supervised school activity, students are not to be on campus after the school day ends. **Please pick your children up promptly after school (no later than 4:00 pm).** **Your child's safety is important to us! Please plan how your child will get home before he or she comes to school.**

Because it will disrupt the learning environment, we cannot call students to the office during class time unless it is an emergency.

COMMUNICATION TO PARENTS

Every effort is made to provide parents with the information they need to fulfill their responsibility. Progress reports are sent home with the student twice each nine weeks. Report cards are sent home every nine weeks (See Student Calendar in Agenda).

Orientation, open house, class visitation, parent/teacher teleconferences, and in person conferences will be held to provide parents with the opportunity to discuss student progress. In addition we have Parent Internet Viewer that allows a parent to use the Internet to view his/her child's grades at any time. If you are not familiar with the Parent Internet Viewer, call our Guidance office for additional information. There is a registration process to follow in order to obtain this access.

Students will be expected to use the SWMS agenda containing this handbook to coordinate all assignments, future dates of tests, projects,

activities, correspondence between the school and home, and also as a pass. **The cost for the first agenda is \$6.00. Replacements for lost agendas will cost \$7.00.**

The Polk County grading scale is:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

PROMOTION AND RETENTION POLICY

Grades 6 to 7, 7 to 8, and 8 to 9

Students are expected to pass all of the required courses.

Students will be promoted if they meet any one of the following three criteria:

1. A 2.0 GPA on all courses and no failing final grade in an academic subject **OR**
2. A 2.0 GPA on all academic courses and no failing final grade in an academic subject **OR**
3. A level 3 or higher on both the FCAT Reading and Math (6th & 7th grade); a level 3 or higher on FCAT Reading, Math, and Writing (8th grade). (Writing may change to 3.5.)

HOMEWORK

Homework is a very important part of the educational program at Southwest Middle School. Students will use this Southwest Middle School agenda to keep up with all assignments and activities at school. Students should anticipate approximately one hour of homework each evening. Students in 8th grade advanced courses should anticipate up to two hours of homework each evening.

CODE OF CONDUCT

Southwest Middle is committed to a positive learning environment. Students are expected

to be spending time at school preparing for the world of work by modeling the following behavior:

In the classroom, students will:

- Be recognized before speaking.
- Remain seated during instruction.
- Work quietly with a group or individually.
- Bring only necessary materials to class on a daily basis.
- Respect the property of others.
- Remain in the classroom until dismissed by the teacher.
- Not eat candy, snacks or chewing gum.

In the halls and on the walks students will:

- Not jump up to touch conduit pipes.
- Walk, not run, from class to class.
- Stay to the right on the walks & in the halls.
- Respect the physical space of others.
- Respect the physical property of the school and others.

In the restrooms students will:

- Be quiet and orderly.
- Practice safety and hygiene.
- Keep the restroom clean and litter free.

During PE students will:

- Dress out daily.
- Practice safety at all times.
- Practice good sportsmanship.

In the lunchroom students will:

- Enter and leave quietly.
- Practice good manners.
- Speak in low conversational tones.
- Remain seated until dismissed.
- Remain seated at designated table.
- Keep eating areas clean and litter free.

While riding a bus students will:

- Follow posted rules.
- Obey the drivers' rules.

- Remain in the bus seat at all times.
- Keep hands, feet, & head inside the bus.
- Speak in low conversational tones.

Respect is earned by giving respect. Every person is important at Southwest Middle School and should be treated in a respectful manner.

Personal Selling

Personal selling of items/products is prohibited on the campus of Southwest Middle School. Only those items approved by the administration and sold by a recognized club or organization representing Southwest Middle School are permitted. Students who violate this policy will be punished according to the Code of Conduct.

DISCIPLINE

Any student disrupting or interfering with the educational process should expect to be disciplined. Parents are encouraged to read through the Parent Student Handbook and Polk County Code of Conduct with their child and explain in detail any question the student might have.

Because of Safety Reasons: any student who throws items in the cafeteria, jumps up and touches/hangs from the conduit pipes in the walkways, runs in the walkways/hallways, pushes, shoves, or engages in horseplay is subject to receiving a work detail as a minimum consequence.

Misconduct is grouped into 3 categories:

- Violations of classroom rules and policies.
- Violations of school rules and policies.
- Violations of Polk County School Board rules and policies as detailed in the Polk County Code of Conduct.

Teachers may deal with misconduct through student and/or parent conferences, detentions, writing assignments, assignment of after-school work details, and, if necessary, referral to the office. Misconduct resulting in an office

referral will be dealt with according to the guidelines found in the Polk County Student Code of Conduct.

DRESS CODE **Uniform for 2007 - 2008**

Uniform Violations – Students not in uniform will not be allowed to attend class. Violations will result in SIC (ISS), and repeated violations will result in out of school suspension.

Dress Code Violations – Repeated dress code violations (shirts not tucked in, no belt, pants not on waist, etc.) will be treated as disruptive behavior under Part V, Section 5.03 “Disruptive Behavior and/or Minor Infractions” in the Polk County Code of Conduct.

All students are expected to know and comply with the dress code and the uniform policy. Additional information concerning the Polk County School Uniform & Dress Code policy is included toward the end of this handbook.

1. **Neatness** - All clothes should be coordinated and clean. Ripped clothes are not allowed.
2. **Cleanliness** - Students should come to school with clean bodies, combed and clean hair, and brushed teeth.

Shoes – Sandals are allowed as long as they have a strap behind the heel. No flip-flops, bedroom slippers, etc.

Shorts/Skirts - Shorts may be worn. However, shorts, skirts, and dress lengths must be mid-thigh length or longer. Mid-thigh is defined as the mid-point between where the leg bends at the hip and the top of the kneecap. If there is a question as to whether or not a pair of shorts or a skirt meets the length requirement, the final decision will rest with the school administration. SWMS will revoke the shorts privilege of any student who violates the provisions of the shorts policy three times in one semester.

Headwear: Hats/caps (baseball, etc.) are not allowed. Please leave them at home. Bandannas, headbands, scarves, stocking caps, etc. are not allowed.

Stockings: Fishnet stockings are not permissible. Multi color stockings are not permissible.

Body Piercing – Only allowed in the ears.

DRESS CODE and TARDY DISCIPLINE

The dress code and tardy policies are discussed with students at the beginning of each semester and periodically throughout the school year. Dress code and tardy discipline steps are as follows:

- Violations 1 – 4 – Warnings from teacher
- Violation 5 – Office referral and parental notification
- Violation 6 – 1 Saturday work detail
- Violation 7 – 2 Days SIC
- Violation 8 – 3 Days SIC
- Violation 9 – 5 Days SIC
- Violation 10 – 7 Days SIC
- Violation 11 – 3 Days OSS (Insubordination)
- Violation 12 - 5 Days OSS (Int. w/Ed. Process)

Violations 1 – 4 will be handled by a teacher. From violation 5 on students will receive office referrals. Students who exceed 10 violations in a 9 week grading period will be dealt with through Out-of-School suspensions.

Seminole Junction (Cafeteria) Etiquette

1. Prepay if needed - line up along the wall.
2. Ala Carte if desired.
3. Hot lunch line available.
4. Remain seated until dismissed by adult.
5. Clean your area before leaving.
6. Put trays and trash in proper area.
7. Exit through the patio doors.

VISITORS ON CAMPUS

All visitors are required to report to the main office upon arrival to school. When

you register you will receive a badge to identify you to faculty members on duty. As you leave please check out through the office and leave your badge with office personnel.

Bicycles – Students who ride bikes to school are expected to abide by all laws and safety regulations governing the use of such vehicles. Bicycles must be locked in the designated area. Bicycles **CANNOT** be ridden on campus. On the school campus students must stand to the side and walk their bicycles.

Skateboards/Roller Blades/Skates – For safety reasons skateboards, roller blades, and skates are not allowed on campus.

WHO TO CALL

499-2840 – Office

499-2847 – Food Service

499-2848 - Music

8:00 A.M. - 4:00 P.M.

John Wilson	Principal
Desmore Peters	Assistant Principal
Jeff Haag	Assistant Principal
Bryan Graydon	Dean of Students
Pam Hirsch	Guidance Counselor
V. Reizenberg	Guidance Counselor
Bob Vogel	Guidance Counselor
Ave' Wright	ESE Facilitator
Vicky Glass	Principal's Secretary
Tracie Johnson	APA Secretary
Alnita Patterson	Terminal Operator
Teresa Barber	Guidance Secretary
Lori Edwards	Resource Officer
Barbara Abernathy	Media Specialist
Susan Glynn	Instructional Coach
Jeffrey Cayer	Band Director
Karen Cabe	Chorus Director
Linda Byak	Network Manager
Linda Waring	Food Service Manager

Polk County's Equity Statement - The School Board of Polk County, Florida, shall maintain a learning environment free from

discrimination and harassment based on race, color, national origin or language spoken, religion, sex, marital status, age, handicap, or homelessness. Students shall not be excluded from participating in any educational program or activity provided in the public schools of Polk County based on race, color, national origin or language spoken, religion, sex, marital status, age, handicap or homelessness.

If you have any questions with regard to discrimination or harassment, you may contact Sharon Bowers, Equity Specialist at 863-534-0782. If you have any questions regarding Title IX, Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, you may contact Sherwin Holmes, Liaison Administrator, at 863-534-0931. Written questions may be forwarded to the Equity Specialist or the Liaison Administrator, the School Board of Polk County, FL, P.O. Box 391, Bartow, FL 33831-0391.

School Board of Polk County Dress Code and Uniform Policy

Bottoms: Navy, black, or khaki/tan

- Shorts, pants, skorts, skirts, skirted jumpers.
- Must be plain, solid-color twill, corduroy or denim fabric.
- Traditional blue jean color is OK for denim.

Tops: White or navy with collar

- Must have long or short sleeves.
- Knit polo-type or woven dress shirts, blouses, turtlenecks.
- School t-shirts are OK (available through teams or school office). This is the only type of collarless shirt that is permissible.
- Every school may add another collared shirt color. Our color is **RED.**

The Dress Code does NOT allow for clothing with colored trim, stripes, embroidery, decoration, etc. It also does NOT provide for overalls (overalls with pants or shorts), sweat pants, jogging pants, knit pants/skirts, leggings,

etc. Plain, hoodless, solid color red, white, and navy blue sweatshirts and sweaters can be worn with a uniform shirt or blouse underneath. Other coats, jackets, etc. may be worn only during winter months when weather conditions are such that cold weather clothing is appropriate.

Other dress code rules:

- Belts are required if the garment has belt loops.
- All shirts must be tucked in.
- Shorts/skirts must be mid-thigh or longer.
- Shoes must be safe, appropriate, and have enclosed heels or a heel strap (flip flops, slides and sandals without heel straps may not be worn).
- Clothes must be appropriate size, with waist of garment worn at student's waist.
- Clothing that is too tight or too loose is not appropriate for school.
- A small logo is acceptable.

School administrators will determine if clothing is appropriate for school and complies with district rules. For more information, please refer to the Code of Student Conduct for a copy of the student dress code.



Immunization Requirements

The Florida Department of Health requires students to have the following immunizations. Students will not be able to attend classes if they have not received the required immunizations.

1. MMR (2 doses)
2. Polio (4 doses)
3. DTP (5 doses)
4. T.D. (Tetanus-diphtheria) booster given within the last 5 years (7th grade)
5. Hepatitis B Series (3) given over a 6 month period of time

For questions or information please do not hesitate to call:

Polk County Health Department
Immunization Program
519-7900 ext. 1020

Health Services
Polk County School Board
291-5355

Important Dates Traditional School Calendar 2007 - 2008

Orientation Day	Thurs., Aug. 16, 2007
First Day of School	Mon., Aug. 20, 2007
Holiday	Mon., Sept. 3, 2007
Student Holiday	Wed., Sept. 12, 2007
Student Holiday	Fri., Oct. 19, 2007
1 st Grading Period Ends	Wed., Oct. 24, 2007
Report Cards Go Out	Tues., Nov. 6, 2007
Holidays	Nov. 19 – 23, 2007
Storm Days if Needed	Nov. 19 & 20, 2007
Winter Holidays Begin	Thurs., Dec. 20, 2007
Storm Day if Needed	Dec. 20, 2007
Students Return to School	Thurs., Jan 3, 2008
2 nd Grading Period Ends	Thurs., Jan. 17, 2008
Student Holiday	Fri., Jan. 18, 2008
Holiday	Mon., Jan. 21, 2008
Report Cards Go Out	Thurs., Jan. 31, 2008
FCAT Writing	Feb. 12 & 13, 2008
Holiday	Mon., Feb. 18, 2008
FCAT Testing	Mar. 12 – Mar. 25, 2008
3 rd Grading Period Ends	Mon., March 24, 2008
Spring Holidays	Mar. 31 – April 4, 2008
Report Cards Go Out	Wed., April 9, 2008
Holiday	Mon., May 26, 2008
4 th Grading Period Ends	Tues., June 3, 2008
Students' Last Day	Tues., June 3, 2008

A complete school calendar can be found on the Polk County School Board Website.