

SHOWALTER MIDDLE SCHOOL

STUDENT HANDBOOK

Brett Christopher

PRINCIPAL

Adrian Laigo

VICE-PRINCIPAL

4628 S. 144th St.

Tukwila

98168

206-901-7800

IMPORTANT PHONE NUMBERS

Main Office	901-7800
Brett Christopher, Principal	901-7805
Adrian Laigo, Asst. Principal	901-7817
Nichelle Page, Office Manager	901-7802
LaKeeshia Thomas, Attendance	901-7808
Marva Harris, Security	901-7826
Lisa Pie, Registrar	901-7803
Activity Line	901-7801
Nurse's Office	901-7809
Gladys Fox, Library	901-7811
Brenda Lindgren, Custodian	901-7814
Transportation	901-8051
Foster High School	901-7900
Cascade View Elem.	901-7700
Thorndyke Elem.	901-7600
Tukwila Elementary	901-7500
District Office	901-8000
6 th Grade Team	901-7861
7 th Grade Team	901-7838
Shani Neamen, ASB Advisor	901-7873
8 th Grade Team	901-7856
Julie Hart, Counselor (A-L)	901-7833
Brian Gregg, Counselor (M-Z)	901-7816

Food Services Division

Craig Huckins	
Food Services Director	901-7823
Aracely Montufar	
Secretary	901-7824

Important Dates and Events

Date TBD	Open House-6:30pm
September 20	ASB "Back to School Dance"
October 7	Picture Day
October 17	SMS Choir Concert(7pm)
October 28	Picture Re-takes
Oct 28-Nov 1	ASB Fall Spirit Week
October 31	ASB Fall Pep Assembly
November 1	ASB Halloween Dance
December 4	Beginning Band Concerts 7 pm
December 5	Intermediate Band Concert 7pm

January Date TBD	M.L.K. Assembly
February 11-14	ASB Winter Spirit Week
February 13	ASB Valentine's Day Dance
February 14	ASB Winter Sports Pep Assembly
March 6	All District Chorale Festival-(7pm)
March TBD	ASB Talent Show (6:30pm)
April 4	Student/Staff Basketball Game
April TBD	Culture Fair (Gr. 7)
May TBD	ASB Officer Campaigning
May 1	SMS Beginning Band Concert 7 pm
May 29	SMS Intermed. Band Concert 7pm
June 4	5 th Gr. Parent Orientation (6:30pm)
June 5	SMS Spring Choir Concert (7pm)
June 16	8 th Grade Promotion (5pm) 8 Grade Dance Party (6pm)

GRADING PERIODS
And MID TERM PROGRESS Reports:

October 4	Mid Term I Grades
November 1	1 st Quarter Ends
December 6	Mid Term II Grades
January 24	2 nd Quarter/1 st Semester Ends
February 21	Mid Term III Grades
March 28	3 rd Quarter Ends
May 9	Mid Term IV Grades
June 17	4 th Quarter/2 nd Semester Ends

GRADING SCALE

93% - 100 % - A
90% - 92.9% - A-
86% - 89.9% - B+
83% - 85.9% - B
80% - 82.9% - B-
77% - 79.9% - C+
73% - 76.9%- C
70% - 72.9% - C-
60% - 69.9% - D
Below 60% - F

*The Tukwila School District complies with all federal rules and regulations and does not discriminate on the basis of age, race, gender, color, national origin, or disability. This holds true for all district students, employees and opportunities. Inquires regarding compliance/complaint procedures may be directed to Nina Melencio (206.901.8005), Title IX Officer and Section 504 and ADA Coordinator, 4640 South 144th St., Tukwila, WA 98168.

Name _____ Grade _____ Locker# _____

Counselor _____

	Time	Subject	Room	Teacher
1st Period				
2nd Period				
Advisory				
3rd Period				
4th Period				
5th Period				
6th Period				

BELL SCHEDULES

Monday Tuesday Friday

1st Period 8:00-8:56
 2nd Period 9:00-9:56
 3rd Period 10:00-10:56

6th Grade

4th Period: 11:00-11:27
 Lunch: 11:27-11:57
 4th Period: 12:00-12:28

7th Grade

4th Period: 11:00-11:58
 Lunch: 11:58-12:28

8th Grade

Lunch: 10:56-11:26
 4th Period: 11:30-12:28

5th Period: 12:32-1:29
 6th Period: 1:33-2:30

Advisory Thursday

1st Period 8:00-8:50
 2nd Period 8:54-9:44
 Advisory: 9:48-10:18
 3rd Period: 10:22-11:12

6th Grade

4th Period: 11:16-11:42
 Lunch: 11:42-12:12
 4th Period: 12:15-12:42

7th Grade

4th Period: 11:16-12:12
 Lunch: 12:12-12:42

8th Grade

Lunch: 11:12-11:42
 4th Period: 11:46-12:42

5th Period: 12:46-1:36
 6th Period: 1:40-2:30

Smart Wednesday

1st Period: 9:30-10:12
 2nd Period: 10:16-10:58
 3rd Period: 11:02-11:44

1st Lunch: 11:44-12:14
 4th Period: 11:48-12:30
 4th Period: 12:18-1:00
 2nd Lunch: 12:30-1:00

5th Period: 1:04-1:45
 6th Period: 1:49-2:30

Non Smart Wednesday

Same as Monday & Friday

Early Release

1st Period: 8:00-8:56
 2nd Period: 8:30-8:56
 3rd Period: 9:00-9:26
 4th Period: 9:30-9:56
 5th Period: 10:00-10:26
 6th Period: 10:30-11:00
 2nd Lunch: 11:00-11:30
 6th Period: 11:00-11:30

1 Hour Late

1st Period 9:00-:50
 2nd Period 9:54-10:40
 3rd Period 10:44-1:30
 1st Lunch 11:30-12:00
 4th Period 12:04-12:50
 2nd Lunch 12:20-2:50
 4th Period 11:34-12:20
 5th Period 12:54-1:40
 6th Period 1:44-2:30

Two Hours Late

1st 10:00-10:40
 2nd 10:44-11:20
 3rd 11:24-12:00
 1st Lunch 11:20-11:50
 3rd 11:54-12:30
 2nd Lunch 12-12:30
 4th 12:34-1:10
 5th 1:14-1:50
 6th 1:54-2:30

SHOWALTER MIDDLE SCHOOL'S HOMEWORK POLICY

Statement of Purpose

The purposes of this policy are as follows:

- To provide specific guidelines on homework for teachers, parents, and students
- To help promote continuity and consistency with homework practices throughout the school
- To help promote and foster positive attitudes and experiences about homework
- To help new teachers, parents and students to adjust to homework practices at this school
- To help increase the level of communication between home and school, especially as it relates to home assignments
- To increase student success in school by having high expectations for all

District Homework Policy

- It is the policy of Tukwila School Board that homework shall be required for all students. Homework is defined as a significant part of the total learning process, constituting a worthwhile use of time outside regular school hours to practice, maintain, complete, make up, or enrich classroom activities and to help develop independent study habits, and appreciation for the value of learning.” – District Policy #6135, Approved 6/28/83

Teacher Responsibilities

- Define homework assignment (be specific) with clear expectations.
- Allow reasonable time for completion of work following an absence.
- Contact parent when the student consistently does not complete the assignments.
- Check & evaluate homework promptly.
- Coordinate & communicate with other teachers.
- Never make homework punitive – make it POWERFUL!
- Give students guidance in establishing good study habits and reinforce them throughout the year.
- Utilize homework hotline and update as needed.
- Instruct in and encourage use of the student planner.
- Post assignment(s) in the classroom with due date(s).

- Allow time for students to ask questions before the end of class.

Administration Responsibilities

- Communicate policy to parents, students and teachers.
- Monitor the process and provide staff development as needed.
- Review policy annually.
- Encourage parents to communicate with the school.

Student Responsibilities

- Utilize homework hotline and student planner.
- Ask questions to make sure you understand the homework BEFORE leaving school.
- Following an absence, be accountable for your work.
- Practice good study habits.
- Use appropriate heading on all assignments.
- Complete and turn in work ON TIME – no late work is accepted.
- Read for the length of time required by your teacher(s).

Parent Responsibilities

- Utilize Parent Access Plus & student planner to monitor assignments.
Attend parent-teacher conferences and information meetings in order to express concerns and to become aware of the homework and testing schedules in your children's courses.
- Communicate with teacher(s) questions or concerns regarding assignments, including work following an absence.
- Contact a teacher, counselor or administrator about changes in home environment to prevent interruptions and conflicting demands.
- Contact the teacher(s) if your child continually tells you they have no homework – refer to your child's course syllabi.
- Encourage good study habits by providing a suitable place for the student to do his/her homework and a regular time to complete work.
- Make available necessary supplies and resources for school success and/or contact a counselor or teacher for suggestions.

INTRODUCTION

Welcome to 2013-2014 at Showalter Middle School! We are looking forward to an EXCELLENT year together. Showalter is your school and you are an important member of our total school community. The Showalter staff is here to help you to be successful as a person and as a learner.

Below is our vision statement. We recite this every morning to reinforce the values that we hope to instill in our students.

Showalter Vision Statement

*We show respect for ourselves and others.
We set high expectations.
We learn and succeed in all we do.*

This handbook is designed to give you some specific information about Showalter and how we work together. To make our school the BEST it can be, everyone needs to work together. Everyone needs to be respectful of themselves and of others.

STUDENT EXPECTATIONS:

- Show Respect
- Make Good Choices
- Solve Problems Appropriately
- **NOTE:** Students have a responsibility to refrain from expressing personal prejudice toward any individual or group because of race, sex, age, disability, religion, national origin, language or sexual orientation.
- **Birthday Celebrations:** Balloons, flowers and parties that may cause disruption at school must be delivered or approved through the main office.

GENERAL INFORMATION A to Z

2013-2014 ASB OFFICERS:

Advisor- Ms. Cindy Lewis
President – Cathy Rodriguez
Vice Pres. – Helena Waterton
Secretary – Malee Phavong
Treasurer – Erika Ramos
Grade 8 Rep – TBD
Grade 7 Rep – Sydney Brusnighan
Grade-6 Reps- TBD

Note: ASB Membership (\$30) is required for participation in after-school sports. Membership also entitles students to an admission discount to dances and other school activities.

ATTENDANCE

In compliance with Washington State Law, RCW 28A.225, all students enrolled at Showalter Middle School will be expected to be in school every day and attend their assigned classes on time, unless officially excused by the administration, the teacher of the class, or designee. It is our job to assist students to reach their potential through effective teaching. Regular attendance is crucial to all students' success.

PREARRANGED ABSENCES:

In the event a family needs, or, an emergency requires a student to miss a week or more of school, prior notification to the attendance office is necessary.

ALL ABSENCES:

Absences are handled in the following way:

- A phone call is made to Ms. Lakeeshia Thomas, attendance secretary (901-7808) by the parent/guardian for each absence.
- Upon return to school, the student reports to the attendance office. The student should present an excused note from a parent/guardian if the parent did not call in to explain the absence.

The student shall obtain a pass to class from the attendance office in order to be admitted to school following any absence (except a school-sponsored activity such as a field trip).

A student will be **officially excused** from a class period or for a school day for the following reasons: illness, prearranged absence (medical/dental/legal appointments), authorized classroom or school activity, or absences which, according to the administration, may be deemed appropriate but are not covered in the above-stated instances.

Unexcused absences. The following reasons for being absent are unexcused: oversleeping, family needs (babysitting, transportation, car problems, translating), job related, refuses to come, runaway, skipping, parents know and don't require student to attend even though absence is unexcused. "Personal" and "family emergencies" need to be more detailed to be excused.

Early dismissal will be granted to students for the above listed reasons with a written or oral communication from the parent/guardian. The student must go to the attendance office before classes start on the day of early release and will be given a hall pass to allow them to go to the attendance office by the parent/guardian when leaving the building. The student must return to the attendance office and sign back in upon return in order to be properly readmitted to class.

****Students may not attend athletic events, after school activities, dances, or evening events if they have been absent or suspended from school on the same day.**

UNEXCUSED ABSENCES//STATE LAWS:

Our objective is to help every student become responsible for his/her own attendance at school. This is essential for learning and for future success in the workplace. We will work closely with parents/guardians to assist students with attendance problems. State law mandates the following provisions:

After **one** unexcused absence, we will notify you by letter or phone call. After **two** unexcused absences within a month, we will schedule a conference with you. By the **fifth** unexcused absence, we will enter into a Stay in School Agreement with you and the student, and either refer the student to our Truancy Board or file a petition in Juvenile Court. With **seven** absences in one month, or the **tenth** absence overall, the district must file a petition in Juvenile Court asking for court intervention to improve attendance.

Students whose attendance record requires this advanced level of intervention will be referred to our District's **Truancy Officer, Mr. Butch Estes**. Mr. Estes will work with parents/families to assist and guide through this process.

HOMEWORK REQUESTS:

Please contact the office or teachers for homework. Allow a minimum of 24 hours.

Note: Students determined to be "skipping" school days or classes will be subject to school discipline consequences such as detention or suspensions.

TARDIES:

Students are expected to attend all class sessions on time. Students who are tardy to school must have a written or oral explanation from their parent or guardian describing the reason for the late arrival.

A tardy is defined as not being in class before the bell sounds. Students who are tardy to a class will be disciplined by the teacher of that class. The

FIRST tardy may result in a warning and will be recorded in the grade book. The SECOND tardy, the teacher will conference with the student. The THIRD tardy, the teacher will call home and inform parent/guardian. Contact will be documented.

If student continues to be tardy, he/she will receive an infraction/detention, and progressive school discipline will be applied.

Students who habitually arrive to school after first period ends, but arrive "on time" to the subsequent period, shall be considered "tardy", and progressive discipline will be applied.

When arriving after 8:15 am the student must check in at the Attendance Office.

APPEARANCE/DRESS CODE

Students should use good judgment in dress and give proper attention to personal cleanliness and neatness, personal safety and common decency. Anything that can be perceived as vulgar, lewd, profane, obscene, immoral, or otherwise offensive, or, considered a health or safety hazard, or disruptive to, and/or interferes with the learning environment, is not acceptable. This can include, but not be limited to:

- Items with drug, alcohol, tobacco, gang-related, sex-related, violence-related graphics/slogans
- Clothing that exposes the back, shoulders, or stomach (mid-tops, halter tops, tank tops).
- Clothing that is damaged or altered to expose the upper thigh
- Short shorts or skirts
- Sandals without strap and buckle that wrap the ankles, or "Flip Flops"
- Pajamas, robes, or slippers.
- All headwear, including hats, caps, hairnets, scarves, hoods up, bandannas!
- Hanging belts or pocket book chains
- Sagging pants, hanging belts, or pocket book chains
- Drawings, stickers on body, books, or binders that are profane or determined to be disruptive or potentially so

Students wearing questionable items of dress will be required to make necessary changes in appearance or may be sent home.

The determination of inappropriate clothing or accessories will be made by school administration and students will be advised when they are not in compliance (please refer to "discipline section").

***Coats, hats, book bags, duffel bags and backpacks must be left in lockers during the school day.**

ATHLETICS

Interscholastic sport teams are available for 7th and 8th grade students, and on a very limited basis, 6th grade students. Students interested in participating on school sponsored teams must meet specific qualifications and must be in good standing academically and behaviorally.

To turnout for athletics, you must register by doing the following:

1. Must have a physical examination, documented by a form obtained from the coaches.
2. Purchase an ASB membership (\$30).
3. Complete and sign Code of Conduct contract.
4. Obtain eligibility clearance from the coaches after completing steps 1 & 2 above.
5. **8th Graders w/2 or more F's (2nd semester) = Fall HS sports eligibility probation (3-5 weeks).**

To maintain eligibility for ANY extracurricular activity, students must:

1. Exhibit appropriate behavior in class, halls, cafeteria, on the bus, etc.
2. Be in attendance the full day of school to participate in practices or games.
3. Maintain good attendance (no unexcused absences).
4. Be passing all classes.
5. Make up any detention time owed BEFORE practices or games.
6. Turn in homework regularly and be cooperative in class.

BICYCLES and SKATEBOARDS

IT IS IMPORTANT THAT YOU WALK YOUR BIKE or SKATEBOARD ON THE SIDEWALK, OUT OF THE DRIVEWAYS and STREET, NEAR THE SCHOOL AT ALL TIMES. Please do not ride your bike or skateboard on the sidewalk near the bus loading area or in the bus driveway. Failure to comply may result in loss of bike privileges. Remember, there is a King County helmet law!

*The same rules for bikes apply to roller-blades and scooters. Students in violation of these rules will subject their bike, board, etc., to confiscation for an indefinite time. **Parent contact for pick up will be mandatory before return of item. Repeat offenders may be banned from bringing item to school or may be subject to disciplinary action.**

BOOKS-MATERIALS

It is the student's responsibility to take good care of books. You will be expected to pay for lost books or books damaged beyond normal wear and tear at the end of the class term.

BUSES

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should follow the following bus rules and directions of the driver.

****ACTIVITY BUSES pick up students from after school sports and activities at 4:40pm. Students must have permission or a pass from the coach or activity supervisor in order to ride.**

Bus Rules:

1. Students are to ride their assigned bus at all times and only enter and exit at their assigned stop. Students may not ride another student's bus without first securing permission from the school office.
2. Follow directions of the driver at all times.
3. Remain in the seat when the bus is in motion.
4. Speak in a normal tone of voice. No shouting or use of profanity.
5. Keep hands, feet and other objects to yourself.
6. Treat the driver and other students with respect.
7. Students must not cross the highway until given consent by the driver. When boarding or leaving the bus, you should be in view of the driver at all times.
8. Students may not open a window without permission from the bus driver. Nothing should ever be extended or thrown out of the windows.
9. Food and beverage may not be consumed on the bus.
10. Buses leave school seven minutes after the school dismissal bell. **Once bus doors close, drivers are required to not re-open doors.**

Consequences for bus misconduct:

- 1st offense.....Written warning
- 2nd offense.....Bus suspension - 2 weeks
- 3rd offense.....Permanent removal from bus

*Students who receive a bus referral must have their copy signed by an administrator and their parent(s) and returned to the driver. If the misconduct occurs on an athletic/activity bus, the students may lose the privilege of riding the athletic/activity bus for the remainder of the school year.

CAFETERIA PROCEDURES

1. All students walk to lunch

Lunchroom expectations:

1. Use good manners while eating and being served in the food line.
2. Do not crowd, push, shove, or “cut” in line.
3. Talk quietly to your neighbors.
4. Remain seated at all times.
5. All food and drink are to be consumed in the lunchroom ONLY.
6. After completing your meal, you are to clean up the area including the floor and table, throw away all garbage, recycle aluminum and cartons, and return trays to counter.
7. Students are not to be in the hallways during their lunch period and are to stay within designated areas.
8. Watch where you are walking to avoid slipping or bumping into others. Never run or horseplay in the lunchroom.
9. When finished eating, students may either stay in lunchroom seated or go outside.
10. On rainy days students who choose to go outside cannot re-enter the building until the end of the lunch period.

CLOSED CAMPUS

Students cannot leave grounds without permission after arrival. Before 7:50am, students are to remain in the cafeteria or outside the building (not in parking areas). During lunch, students are to remain in the cafeteria, the blacktop area adjacent to the cafeteria (excluding the parking area) and the area EAST of the grandstand fence and SOUTH of the gym/locker rooms. Students from other schools are not allowed on campus during our school day.

The following areas are off-limits to students:

- All plant/shrub areas
- All parking areas
- West side of gym/gravel driveway behind gym
- Staff lounge

EMERGENCY DRILLS:

FIRE/EARTHQUAKE/LOCKDOWN

Your teacher will lead and direct you out of the building . **DO NOT TALK DURING A FIRE DRILL!** This ensures that you hear directions from teacher or staff. Teachers will take attendance outside.

If the fire drill occurs during passing time, report outside to the previous period teacher.

If fire drill occurs during lunch, report outside to 4th period teacher.

EARTHQUAKE DRILL

Students should **duck, cover and hold**, by getting under a table or desk away from shelves and glass.

LOCKDOWN DRILL

When this drill takes place, all students should immediately go to their classroom; teachers will lock doors, and keep students until “clear” signal is given. **If the lock down drill occurs during lunch or passing period, students should report to the nearest classroom or office with a teacher or staff member, or other area as directed by staff member/teacher.**

FIELD TRIPS

Students must have returned signed parent permission slip in order to attend. No refunds will be given to students for field trips requiring payment/fee, as refunds are generally not given to the school for unused tickets.

Some field trips require Honor Level 1 or 2 achievement to participate.

Administration reserves the right to deny any student’s participation in field trips for disciplinary reasons.

LIBRARY BOOK AND TEXT BOOK FINES

Books not returned or replaced, and/or fines not paid will result in the following:

- report card not being released
- transcripts and report cards not forwarded to subsequent school(Foster HS)
- ineligibility status for extra-curricular and Honor Level activities

GUEST TEACHERS “SUBSTITUTES”

GUEST TEACHERS write reports. We want their experiences and these reports to be POSITIVE.

Students who are sent to the office by a guest teacher will be subject to short-term suspension or other school discipline sanctions.

HEALTH SERVICES

The health services of the school clinic are available to all students. Only emergency first aid treatment will be given at the clinic. Clinic personnel will call the student’s parent/guardian if the student is unable to return to class within a short period of time.

MEDICATIONS

It is policy of the Tukwila School Board that any medication to be given to students must be at the written request of the parent/guardian and by the written directions of the student’s licensed physician or dentist. Every effort should be made to schedule the administration of medication at home.

Consent forms are available in the main office. We must have a signed form on file before we administer any student medications. Students are not to be in possession of any drug, prescribed or other, including aspirin. Students found to be in possession of any drug will be subject to suspension or expulsion.

HOURS

School begins at 8:00 am and ends at 2:30 pm. Students may enter the lunchroom only at 7:30 am, but not earlier. Students may enter the rest of the building at 7:50 am.

LOCKERS & LOCKS

The school provides all students with a locker for storage of clothing, equipment and supplies. It is the student's responsibility to see that the lockers are kept locked at all times. Advisory teachers will maintain student locker lists. **DO NOT exchange lockers or share lockers.**

The school is not responsible for lost or stolen property. Lockers are the property of the Tukwila School District and can be subject to search by school officials without notice.

Students are required to use a school-issued lock for both school and gym locker. **A \$5.00 "user fee" will be charged for school locks. Gym locks will be issued without a fee. If either lock is lost or stolen, students will be assessed an additional \$5.00 replacement fee for each lock not returned.**

CAFETERIA PRICES

Showalter has a breakfast and lunch program designed to serve good nutritious meals. We are now on a computerized meal system.

	Regular	Reduced
Lunch	2.65	.40
Breakfast	1.35	.30

Breakfast is served from 7:30 am until 7:50 am.

LIBRARY MEDIA CENTER

The library media center is organized to meet the needs of both students and staff. All materials: books, magazines, computers, pamphlets, maps and other items are available for student use on a needs basis. Rules in the library are as follows:

1. Books for circulation are checked out for two weeks. Reference books and other select items may be checked out on an overnight basis. All books and items leaving the library must be checked out.

2. Charges for lost books will be on the basis of replacement costs. Each student accepts the personal responsibility for materials checked out in their name.
3. Library hours are from 7:30am to 3:00pm. During the school day, a student entering the library is to present a library pass or be accompanied by a staff member.
4. The computer use is based on research and school work for the students. On a space available basis, students may then use computers for personal use.
5. A student's behavior in the library should not disturb others. Students are to be courteous to others and show respect to staff and other students. **No food, beverage, or gum may be brought into the library.**

PASSES

Students must have a valid, official Showalter pass to go from the classroom anytime other than passing time. Please get a pass from a staff member to the clinic (nurse's office), counselor, principal, office, library, computer lab or other places.

STUDENT QUESTIONS

ABOUT:

ASB
Athletics
Attendance
Bus Information
Change of Address
Fines
Health Care
Lockers
Lost and Found
Schedules
Thefts
Withdraw/Records

SEE:

Ms. Pie/Mr. Laigo
Ms. Page
Ms. Thomas
Main Office
Ms. Pie/Registration
Ms. Pie
Ms. Cruse
Mrs. Page
Main Office
Counseling Offices
Ms. Harris
Ms. Pie

CELL PHONES, IPODS, CAMERAS, VIDEO GAMES, ELECTRONIC ITEMS

Cell phones, iPods, DVD/CD players, video games, or other electronic items, or toys are not to be brought to school. Such items will be confiscated and kept for a minimum of 1 day, or until parent pick up. Water toys will not be returned.

STUDENTS ARE NOT ALLOWED TO TAKE PICTURES OR VIDEO RECORDINGS AT SCHOOL. TEXTING AT SCHOOL IS FORBIDDEN.

SALES BY STUDENTS

STUDENTS MAY NOT BUY OR SELL FOOD OR ANY OTHER ITEMS WHILE AT SCHOOL without the prior approval of the administration.

TELEPHONES

The office and team phones are business phones and should not be used by students except for emergencies. In-coming **emergency** messages will be relayed to students as soon as possible.

Students needing to make personal calls should make a request to their 6th period teacher at the end of the school day.

VISITORS

All visitors must report to the Attendance Office for a building pass. School personnel have the right to know the identity of all persons in the building. Parent and community members are always welcome and encouraged to visit. A visitor's pass will be issued once you've signed in through the attendance office. **STUDENT VISITORS ARE NOT ALLOWED DURING SCHOOL HOURS OR ACTIVITY.**

All parents wishing to visit a classroom are requested to call the teacher or principal 24 hours prior to visitation to schedule an appointment.

WITHDRAWAL FROM SCHOOL

If you withdraw from school during the year, your parents may come to the counseling office to sign the withdrawal forms giving the withdrawal date and destination. This should take place the day **before** your last full day at Showalter. You will need to clean out your locker, turn in all books and materials, have all teachers sign a withdrawal form, and return the form to the office for final clearance and payment of any outstanding fees. Student transcripts/report cards will not be forwarded to the new school until all fines are cleared.

STUDENT DISCIPLINE POLICY

**While our discipline policies are progressive and follow a pattern from least to most severe sanctions and interventions, some incidents, because of their seriousness, warrant more advanced levels of intervention and response.*

HONOR LEVEL SYSTEM

The Honor Level System is an incentive system designed to recognize students for good behavior. An emphasis is placed on teaching students to be responsible for their own actions. The ultimate goal of this system is to build an atmosphere where students strive to be responsible citizens. The incentives for appropriate behavior include treats,

lunch line passes, field trips, assemblies, special events and other incentives of interest to our students.

Inappropriate behavior results in a series of progressive consequences and an accumulation of demerits. A student's Honor Level (1-4) is adversely affected by each infraction he/she receives. Honor Level standing will qualify/disqualify students for/from incentives, activities and recognition.

HOW DOES IT WORK

When issued an infraction slip, students are assigned a consequence and the appropriate number of demerit points. The student is required to serve the designated consequence the same day or the following day. An automated phone call is made to the home phone number to notify parents of the detention.

IMPORTANT: If a student does not serve the detention, the student will automatically receive additional detention time. **Repeated skipping detentions will result in suspension from school.**

GETTING BACK TO HONOR LEVEL ONE

The Honor Level System is forgiving. If a student earns an infraction slip and drops to Honor Level Two, they can return to Level One in fourteen days, provided no additional demerits are assigned. This period is called the "14 day window." The "14 day window" includes weekends, holidays, and even vacation days. The system allows students to earn their way back to Honor Level One even when they are not in school. Since the record keeping is computerized, students can know their current standing, and it keeps track of all infractions for the entire year.

Sanctions

- 1st infraction = 30 minutes lunch detention
- 2nd infraction = 30 minutes after school detention
- 3rd infraction = 60 minutes after school detention
- 4th infraction = 90 minutes after school detention
- 5th infraction = Wednesday School (3 hours)
- 6th infraction & more = Admin. Action/suspension

Honor Levels

- 0 points = Level 1
- 1-6 points = Level 2
- 7-13 points = Level 3
- 14 points/over = Level 4

SERIOUS STUDENT MISCONDUCT

The following violations will result in corresponding sanctions.

****Any transgression of school policy, which is also a criminal act, will be reported to the police. Such acts include, but are not limited to, the following: assault, harassment, theft, vandalism, alcohol and drugs, false fire alarm pull, etc.**

Violation: Fighting/Assault (includes verbal threats or physical provoking or instigating) (see below for consequences)

Violation: Instigating Fighting or Promoting Conflicts between other students-spreading negative information or rumors between other students with the purpose being to create or perpetuate bad feelings and/or cause anger or fear. (see below for consequences)

Violation: Harassment- physical/verbal/sexual
This includes simply being with others while engaging in such behavior. **Harassment can include statements, threats or visual images, made via phone calls, texting, internet websites and emails. Ridiculing or spreading rumors that are negative or inappropriate or sensitive in nature, and which affect the ability of others to work effectively, are also examples of harassment.**

Sexual Harassment can be verbal, physical, or visual(photos/drawings)-including inappropriate or vulgar remarks /questions/jokes/teasing of a sexual nature, including innuendo (see below for consequences). **Violation: Bullying/Intimidation-verbal or physical (see below for consequences)**

Actions Taken:

1st - Short-term or long-term suspension, parent contact, and/or counseling/anger management class.
2nd - Short or long-term suspension, parent notice, counseling referral, and behavioral contact.
3rd – Short or long-term suspension or expulsion.

***Any of the above violations are criminal offenses and depending upon seriousness, will be reported to police.**

Violation: Arson/ False Alarm/ Bomb Threats/ Stink Bombs/Fireworks/Firecrackers/”Poppers”

Actions Taken:

1st – Short or Long-term suspension, parent contact/conference, referral to proper authorities(fire or police departments).

2nd – Short or Long-term suspension or expulsion.

Violation: Interference/Intimidation of a School Authority (refusing to identify self or giving false identity)

Actions Taken:

1st - Short or long-term suspension, parent contact.

NOTE: Extreme cases may result in legal action.

2nd – Short or Long-term suspension or expulsion.

Referral to authorities.

3rd – Short or long-term suspension or expulsion.

Violation: Possession of Stolen Property

Actions Taken:

1st - Short-term suspension, parent contact, and/or referral to authorities, restitution.

2nd – Short or Long-term suspension - same as above.

3rd – Short or long-term suspension or expulsion.

Violation: Theft (includes planning to take, distribute or hide items)

Actions Taken:

1st - Short or long-term suspension, parent contact, and/or referral to authorities, restitution.

2nd – Short or Long-term suspension - same as above.

3rd – Short or Long-term suspension or expulsion.

Violation: Extortion/Blackmail/Coercion

Actions Taken:

1st - Short or long-term suspension, parent contact, referral to authorities.

2nd – Short or long-term suspension - same as above.

3rd – Short or long-term suspension or expulsion.

Violation: Malicious Mischief/Malicious Harassment/Hazing

Actions Taken:

1st - Short-term or long-term suspension, parent contact, referral to authorities.

2nd – Short or long-term suspension - same as above.

3rd – Short or long-term suspension or expulsion.

Violation: Alcohol/Drugs - Use, Possession, Sale, Distribution

Actions Taken:

1st - Thirty-day long-term suspension (30-day), or alcohol/drug assessment, counseling, treatment, and

ten day short-term suspension. Authorities notified and parent contact.

2nd – Long-term suspension. 30-days or until end of semester, whichever is longer.

3rd – Long-term suspension or expulsion.

Violation: Vandalism/Graffiti/Destruction of property

Actions Taken:

1st – Short or long-term suspension, restitution, community service, parent contact.

2nd - Short or long-term suspension - same as above. Probation.

3rd – Short or long-term suspension or expulsion.

Violation: Weapons/Explosives (includes realistic facsimiles)

Actions Taken: Short-term or long term suspension, or expulsion, depending upon nature and severity of the incident. Referral to authorities.

Violation: Smoking/Tobacco/Lighters, Matches, Smoking Paraphernalia

Actions Taken:

1st - Short-term (1 day) suspension, parent contact, counseling referral.

2nd - Short-term (3 day) suspension - same as above.

3rd –Short or long-term suspension.

Violation: Profanity/Obscene Language/Racial or Ethnic slurs, including gestures, drawings, symbols, photos

Actions Taken:

1st – Parent contact, detention, short/long-term suspension

2nd - Short-term suspension - same as above.

3rd - Short-term or long-term suspension, parent conference required, contract required.

4th – Short or long-term suspension.

Violation: Misrepresentation (forgery, cheating)

Actions Taken:

1st - Failure grade, parent contact, and/or short-term suspension.

2nd - Unit failure, parent/teacher/administration conference, and/or short-term suspension.

3rd - Short or Long-term suspension. Parent conference required for re-entry.

Violation: Gambling

Actions Taken:

1st - Short-term suspension, parent contact.

2nd – Short or long-term suspension.

Violation: Dress Code Violation

Actions Taken:

1st - Removal, confiscation, and/or change of clothing article or accessory, parent contact.

2nd – Same as above; detention, suspension.

3rd – Parent Conference/pick up/detention, suspension

4th (or more) – Extended detention/ suspension

Violation: iPods, Electronics, cameras, cell phones, (Laser pointers are prohibited at school and on the school buses)

Actions Taken:

1st - Confiscation. Returned to parent or guardian only.

2nd – Longer confiscation, Short-term (1 day) suspension, parent contact.

3rd - Short or long-term suspension.

Violation: Flagrant Disrespect or Defiance

Actions Taken:

1st – Short-term suspension (1-10 days)

2nd - Short-term suspension (1-10 days)

3rd - Short or long-term suspension or expulsion.

Violation: Loitering (off limits w/o pass)

Actions Taken:

1st – Detention, parent contact.

2nd - Short-term suspension, police contact, legal trespass

3rd – Short or long-term suspension. Police contact, legal trespass/arrest

Violation: Locker Violation (Sharing; “butterflying”)

Actions Taken:

1st – Warning

2nd – Parent Contact, detention/demerit points

3rd – Loss of Locker Privilege.

Violation: Classroom Disruptions

Actions Taken:

1st – Warning, teacher contact/parent(s)

2nd – Parent Contact, teacher intervention (infraction).

3rd – Referral to office – detention or suspension.

4th -Std./Teacher/Admin./Parent conference, detention/Suspension.

5th – Suspension, possible repeat of level 4 intervention(s)

6th or more – short/long-term suspension, schedule/program modification or expulsion.

Violation: Excessive Tardies

Actions Taken:

1st – Warning.

2nd – Teacher parent contact.

3rd – Teacher intervention (detention/demerit points, etc.).

4th (or more) – Office referral, detention, parent conference, possible suspension for chronic offenses.

Violation: Misuse of school equipment (Internet, e-mail, password violations, computer hacking, etc.)

Actions Taken:

1st – Access denial, or up short or long term suspension and expulsion depending upon nature of the offense. Parent contact. Referral to police authority depending upon severity and nature.

2nd – 3rd offenses - same as above, or could result in expulsion.

Violation: Cumulative violations (frequent and persistent infractions or referrals will result in suspension regardless of the seriousness of the violation)

Actions Taken:

Short or long-term suspension.

Discipline Related to Computer and Internet Offenses

School computers, the network and Internet are to be used for school-related activity only. Students are not to access sites identified as inappropriate for school.

When I use the computer, I will not:

- Send or display offensive messages or pictures;
- Use obscene language;
- Harass, insult or attack others;
- Damage computers, computer systems or networks;
- Violate copyright rules;
- Use others' passwords or share personal password information with others;
- Trespass into others' folders, work or files;
- Intentionally waste limited resources;
- Use the network for commercial purposes;
- Give out any personal information;
- Use MySpace.com or any other unauthorized or non-academic websites while at school;
- Use the computer or network for non-school related activities.

Consequences related to Computer Offenses:

Sanctions will range from denial of computer access and parent contact to short-term or long term suspension, depending upon the nature and frequency of the violation(s). Reports to the police will be made for cyber-bullying or harassment, and any other serious offense. TEXTING or "SEXTING" can be considered criminal harassment and is a major

disruption to the learning environment. Students engaging in this are subject to suspension or expulsion depending upon the scope and nature of the circumstances.

WHAT IS HARASSMENT?

When unwelcome teasing becomes alarming, annoying, or interferes with your privacy it is harassment. Unwelcome behavior or teasing of a sexual nature is called sexual harassment.

Harassment could be:

- name calling
- making disrespectful signs with arms or hands
- touching or grabbing a person on the private parts of the body
- disrespectful comments
- offensive writing or graffiti
- many other behaviors that interfere with living and learning.

•

Harassment often makes people feel:

- fearful
- angry
- confused
- embarrassed
- alone
- sad

WHAT TO DO IF YOU ARE SEXUALLY HARASSED...

Choice #1: Tell the harasser, "Your behavior is bothering me. STOP IT!"

Choice #2: Report the harassment to an administrator, counselor, teacher, or other adult at school.

Choice #3: Fill out an Incident Report Form and give it to the Vice-Principal. Forms are found in the counselors' office, the main office, and the attendance office.

SMS COUNSELING DEPARTMENT

Philosophy: We Believe

All students have the right to a quality and rigorous education which includes participation in a comprehensive and developmentally appropriate school counseling program. The entire student body should have access to a counseling program which validates and empowers individual life choices.

All students are worthy of dignity, love and respect.

The unique and diverse needs of Showalter Middle School students are a critical consideration in planning the school counseling program.

All students have a right to an education in a physically and emotionally safe setting. All students have the right to a credentialed school counselor.

And that Showalter’s School Counseling Program:

Reaches every student and selects measurable competencies based on student need in the areas of academic, career, and personal/social development.

Is preventative in design and developmental in nature.

Is an integral part of a total educational program for student success.

Uses data to drive program decisions.

Seeks continual improvement throughout the year based on results data.

And that Showalter’s Counselors Will:

Abide by the professional school counseling ethics as advocated by the American School Counseling Association and participate in professional development activities essential to maintaining a quality, data-driven school counseling program.

Plan and manage a comprehensive school counseling program that is consistent with school and district mission and vision.

Mission Statement

The mission of the SMS Counseling Department is to provide all students with a comprehensive, developmental guidance and counseling program that assists all students in becoming successful life long learners. The school counseling program encourages the highest level of student achievement through the promotion of growth in academic, personal/social, and career development. In partnership with all district educators, families, and a caring community, SMS counselors advocate for academic and personal excellence in a physically and emotionally safe atmosphere.