This handbook contains the Southwest Middle School rules and procedures. Each student is responsible for knowing its contents. Failure to read the handbook or the Student Code of Conduct is an unacceptable reason for not following the rules or procedures. If you have any questions, please discuss them with administration, teachers, your parents or guidance.

Southwest Middle School  
451 Eldron Blvd., S.E.  
Palm Bay, FL 32909  
Phone: (321) 952-5800  
Fax: (321) 952-5824  
Website: www.BrevardSchools.org/SouthwestMS

Ronald L. Shaw, Principal  
Ms. Laura Glover, Assistant Principal  
Heather Holden, Assistant Principal  
Kristina Cooper, Teacher on Assignment

This Handbook/Planner belongs to: ________________________________

Language Arts Teacher: ___________________________ BUS # S - _______

HOW TO USE THIS Handbook/Planner:

This handbook/planner is designed to assist students in learning organization, time management, and good study/work habits. These are life-skills that will help our students be productive. Here are a few tips for using your planner to insure your success:

- Review the school policies and procedures. They contain helpful math formulas, grammar rules, parts of speech, reading and writing tips, and school year calendar for planning.
- EACH DAY for EACH CLASS record what you did in class AND what homework you have.
- At the end of the day, REVIEW your homework assignments to plan what you need to take home with you.
- USE the far right column each week to note important due dates and upcoming tests.
- REVIEW these due dates as you plan for study and work time.
- KEEP your planner with you every day. It is also your HALL PASS book.

SOUTHWEST MISSION STATEMENT
Empowering each student to emerge as an independent learner and a responsible citizen.

SOUTHWEST VISION STATEMENT
Cultivate a safe, supportive, and collaborative environment where students accept challenges, become critical thinkers, and apply skill sets and strategies to reflect on how they can improve our community.
# TABLE OF CONTENTS

1. Introduction Page  
2. Table of Contents  
3. Reading Plus Data sheet  
4. 20 Book Challenge Categories  
5. 20 Book Challenge Prompts  
6. SWMS Expectations: Bronco Pride!  
7. District Discipline Matrix Level 1  
8. District Discipline Matrix Level 2  
9. District Discipline Matrix Level 3  
10. District Discipline Matrix Level 4  
11. District Discipline Matrix Level 5 and Grievance Procedures  
12. Academics: Promotion requirements, Grading Policy, Exams  
13. Academics: Exam Dates, Homework Policy, Homework for absent students  
14. Academic Awards, Athletic Expectations, Attendance  
15. Attendance – Failure Due to Attendance, Parent Responsibilities, Religious Holidays, Extended Absences, Habitual Truant, Attendance Appeals Process  
16. Attendance: Tardy Policy, Bicycles, Skateboards, etc., Bullying  
17. Bus Procedures, Cafeteria Procedures  
18. Cafeteria Procedures – Free Breakfast, Cell Phones, Change of Address or Phone Number, Check Out Procedures  
19. Check Out Procedures Continued, Chemical Spray, Clinic Procedure, Conferences with Teachers, Delivery of Items, Dress Code  
20. Dress Code  
22. Extra Curricular Activities, Field Trips  
23. Field Trip Transportation, Guidance Services, GUM, Insurance, Internet Usage, Lockers, PE Procedures and Uniforms  
24. Lost and Found, Media Center Services, Medical Waivers for PE, National Junior Honor Society, NO GO List  
26. Sexual Harassment, School Social Worker, Student Medication  
27. Student medication Continued, Telephone Use, Textbooks  

The Great Southwest Middle School Broncos
Broncos, whether you read all the time for fun or only read for school assignments, everyone has room to grow and become a stronger reader! The Reading Plus assessments you will take this school year are designed to measure your growth.

The scores in this assessment for comprehension and vocabulary are listed as “grade.month.” For example, if you score a 7.5 in comprehension, that means your score is equivalent to a 7th grader in the 5th month of school. There should be an increase of at least .3 (3 months) between each assessment. The goals for your grade level at each testing window are listed in the chart below.

You should be reading books you love for at least 20 minutes EACH DAY.

<table>
<thead>
<tr>
<th>Date</th>
<th>Comprehension (grade.month)</th>
<th>Vocabulary (grade.month)</th>
<th>20 Book Challenge # of Books logged</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST 1</td>
<td>7th grade goal 7.2</td>
<td>7th grade goal 7.2</td>
<td>Goal for Sept. is 3 Books</td>
</tr>
<tr>
<td>Sept 2020</td>
<td>8th grade goal 8.2</td>
<td>8th grade goal 8.2</td>
<td></td>
</tr>
<tr>
<td>TEST 2</td>
<td>7th grade goal 7.5</td>
<td>7th grade goal 7.5</td>
<td>Goal for Dec. is 10 Books</td>
</tr>
<tr>
<td>Dec 2020</td>
<td>8th grade goal 8.5</td>
<td>8th grade goal 8.5</td>
<td></td>
</tr>
<tr>
<td>TEST 3</td>
<td>7th grade goal 7.8</td>
<td>7th grade goal 7.8</td>
<td>Goal for Mar. is 15 Books</td>
</tr>
<tr>
<td>March 2021</td>
<td>8th grade goal 8.8</td>
<td>8th grade goal 8.8</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An audio book</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A NY Times Best-Selling book</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A sequel in a series</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A realistic fiction book</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Choice:</td>
<td>A graphic novel: Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An eBook:</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The first book by an author</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Project Lit book</td>
<td>A book set in the past: Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Sunshine State book (past or present)</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A book with fewer than 200 pages</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A book with a number in the title</td>
<td>A book with an orange spine: Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A book written in verse:</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A banned book</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A book with a cool cover</td>
<td>A book that makes you smile: Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A book that starts with the same letter as your 1st name: Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A book Mrs. Friday LOVES:</td>
<td>Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Started:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Finished:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>What was your impression of listening to a book versus reading it? Which do you prefer, audio or a book you can hold in your hands and why? Choose one scene from the book and tell me why the audio version either enhanced it or why it would have been better in print.</td>
<td>Many people choose what to read based on the NY Times Best-Seller lists. Why do you think your book made this list? Was it the author? Is it a great story? Choose 3 specific things from the story that prove why your book should or should not be on the list. Remember to have examples from the story!</td>
<td>What number book in the series is the book you read? Did you like it better or less than the first book in the series? Did the author do what you expected in this book or was the plot a surprise? How did the book end? Make sure you have answered all of these questions before submitting your response.</td>
<td>People like realistic books because the story seems possible. What makes your book realistic? Was there anything that seemed a little unbelievable? If you could change anything in the story, what would you change and why?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Free Choice:</th>
<th>A graphic novel:</th>
<th>An eBook:</th>
<th>The first book by an author:</th>
</tr>
</thead>
<tbody>
<tr>
<td>We find that students often save their “free choice” book for just the right book. What made you choose to put this book in this category instead of one of the other categories? Was it worth saving it for this category? Why or why not? Provide 3 detailed examples of things that happen in this book that made it worth (or not worth it) using it in this category.</td>
<td>Students usually either love graphic novels or they don’t like them at all. How did you feel about your book? Why? How did the illustrations impact the story and how you pictured the characters and setting? If you could read it in a chapter book version, would you?</td>
<td>What did you think about reading your book digitally? Did you like it or do you prefer having a physical book to read? Was your reading experience changed because of the available tools (dictionary, highlighter, notes, etc.) that come with an eBook? Provide some details from the story in your answers to these questions.</td>
<td>Often the first book an author gets published is quite special to them. What do you think was the best part of the book and the worst part of the book? Why? If you’ve read some of this author’s other books, how did this one compare?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A Project Lit Book:</th>
<th>A book set in the past:</th>
<th>A Sunshine state book (past or present):</th>
<th>A book with fewer than 200 pages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books are selected as Project Lit titles because they are diverse titles and because they are books the Project Lit Community knows kids will love. What kind of diversity did you spot in your book? How did the diversity impact the story? Was the Project Lit Community right? Did you love it? Why or why not? Give us a few specific examples to support your opinion.</td>
<td>Why do you think the author chose to write about something that happened in the past? How would the story change if it was set in another time period? Did you enjoy reading a book set in the past? Why or why not? Be sure to provide details from the story so we can be sure you read it.</td>
<td>Sunshine State books are well-loved by students in the state of Florida. Think about your book. What about the storyline and characters would appeal to other middle school students? Did you think the committee did a good job by choosing this book for the list? Why or why not? Provide some examples from the book.</td>
<td>Short stories are not short because they are short on drama, story line, or character development. The term short and sweet could apply to your book. To keep with that theme, write a “short and sweet” theme as a summary of your story using exactly 20 words. A blurb that would grab young readers to want to read your book.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If this book were turned into a movie, where would the protagonist and antagonist be? Craft an alternative ending for the movie that is different than the book. Your response should be a well-developed paragraph.</td>
<td>Publishers put a lot of thought into the design of the book, including the spine. How can you tie the color of the spine to events in the book? Come up with at least 3 reasons, supported with evidence from the text, for why you think the publisher made the spine of this book orange. Make sure your response is at least 3-5 well-developed sentences.</td>
<td>Students love books written in verse because there is so much white space on the pages or it reminds them of a song. Verse is powerful! Did you enjoy reading a book in verse? Did it feel more like you were reading a story or a poem/song? Would the story change much or have the same impact if it was written in regular prose? Make sure you’ve answered all of these questions before you submit your response.</td>
<td>Why do you think this book was banned? How was reading this book supposed to harm the reader? How have our world views about the banned content changed in today’s times? Your response should be a well-developed paragraph.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A book with a cool cover:</th>
<th>A book that makes you smile:</th>
<th>A book that starts with the same letter as your first name:</th>
<th>A book: Mrs. Friday LOVES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Let’s be real. We are all suckers for a book with a good cover. What about the cover drew you in and made you want to read this book? How does the cover represent the story? Pull in at least 3 specific details from the plot that can tie to what is on the cover of your book.</td>
<td>What does your book make you smile? Is it a specific character? A scene you love? Are you like Mrs. Friday and you love the whole thing? Answer the 5 questions and give us some specific details about what made you smile when you read this book.</td>
<td>What other similarities do you have with the book aside from starting with your first initial? Elaborate about character traits and personalities, conflicts throughout the story, and the resolution. Your response should be a well-developed paragraph.</td>
<td>Why do you think Mrs. Friday loves this book or recommended it to you? What did you think about the book when you finished it? Did you feel the same way she does? Make a guess at what you think she knows about the way you relate to the story. Be sure to include details so she knows just what part you are talking about.</td>
</tr>
</tbody>
</table>
EXPECTATIONS OF SOUTHWEST MIDDLE SCHOOL

Southwest Middle School has a Positive Behavior Interventions and Supports program (PBIS) to teach students the procedures necessary to ensure everyone’s right to learn. To make the most of your education, please follow these school rules at all school-related activities. All members of the faculty and staff have the authority to enforce school rules with every student. Our expectation is that students, teachers, parents, and administration work together to create a safe learning environment for all. We all will display BRONCO Pride:

Be Safe
- Behave and speak appropriately at all times
- Refrain from using profane or threatening language.
- Follow the proper procedures during safety drills and emergencies.
- Keep your hands to yourself at all times.
- Walk through the campus, run only during Gym class.

Respectful
- Display respect for adults, other students, and yourself.
- Dress appropriately and according to the dress code.
- Leave other students and teachers personal items alone.
- Refrain from inappropriate public displays of affection (kissing, extended hugging or hand holding, etc.).

On Time
- Arrive to school on time.
- Be in class on time.
- Turn in assignments on time.
- Return books to the media center on time.

eNgaged
- Study for quizzes and tests and read regularly – at least 20 minutes per night.
- Attend school on a regular basis without any unexcused absences.
- Be engaged in learning at all times.
- Leave items of distraction at home (toys, electronic devices, cards, etc.).

Caring
- Take care of the school and school materials, including buildings, furniture, texts, library books, equipment and all other school property.
- Contribute to a safe and respectful school environment.

Ownership
- Bring text, paper, and pencil or pen as required by the teacher.
- Bring completed homework and other material required by the class

STUDENT CONDUCT

At Southwest Middle School students are expected to show proper respect to teachers and peers. Teachers are in charge of the classroom; when you are told to do something, we expect you to comply. Disrespectful acts are not tolerated; there will be consequences. We expect our students to give their best effort every day at school to achieve academic success.
### Discipline Plan  Secondary 7-12

#### Student Behaviors and Range of Corrective Strategies

<table>
<thead>
<tr>
<th><strong>Student Behavior (Incident)</strong></th>
<th><strong>Range of Corrective Strategies (Action)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 Behaviors</strong>: relatively minor misbehavior or general disruption that affects the orderly operation on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</td>
<td>The principal or designee must select at least one of the following strategies from Plan 1. Repeated Level 1 incidents may be advanced to Level 2 with approval from the Office of Leading and Learning. <strong>PLAN 1</strong></td>
</tr>
<tr>
<td>- Cheating</td>
<td>- Administrative Detention</td>
</tr>
<tr>
<td>- Classroom Disruption</td>
<td>- Bicycle or Skateboard Privilege Staggered/Suspended/Revoked</td>
</tr>
<tr>
<td>- Disengaged Behavior</td>
<td>- Check-in/Check-Out with Identified Staff Member</td>
</tr>
<tr>
<td>- Dress Code Violation</td>
<td>- Conference with Student</td>
</tr>
<tr>
<td>- Electronic/Telecommunication Device Misuse (Minor)</td>
<td>- Confiscation of Item(s) or Device(s)</td>
</tr>
<tr>
<td>- Failure to Serve an Admin Detention</td>
<td>- Daily or Weekly Report to Parent(s)/Guardian(s)</td>
</tr>
<tr>
<td>- Failure to Serve an Extended Detention</td>
<td>- Extended Detention</td>
</tr>
<tr>
<td>- Failure to Serve a Teacher Detention</td>
<td>- Home Visit</td>
</tr>
<tr>
<td>- Horseplay</td>
<td>- In-School Suspension</td>
</tr>
<tr>
<td>- Network/Internet Misuse (Minor)</td>
<td>- Loss of Privilege(s)</td>
</tr>
<tr>
<td>- Plagiarism</td>
<td>- Mentoring</td>
</tr>
<tr>
<td>- Profanity, Obscene, or Vulgar Language (Minor)</td>
<td>- Parent Conference</td>
</tr>
<tr>
<td>- Public Display of Affection</td>
<td>- Parking Privilege Suspended/Revoked</td>
</tr>
<tr>
<td>- Tardy to Class*</td>
<td>- Peer Mediation</td>
</tr>
<tr>
<td>- Tardy to School*</td>
<td>- Phone Conference</td>
</tr>
<tr>
<td>- Unauthorized Possession of Item(s)</td>
<td>- Plan Meeting (504, ELL, IEP, or IPST)</td>
</tr>
<tr>
<td>- Unauthorized Publication(s)</td>
<td>- Reassigned Bus Seat</td>
</tr>
<tr>
<td>- Vehicle/Parking Violation</td>
<td>- Referral to Community Based Organizations</td>
</tr>
<tr>
<td>- These incidents should never lead to out of school suspension.</td>
<td>- Referral for Functional Behavioral Assessment/Behavior Intervention Plan</td>
</tr>
<tr>
<td></td>
<td>- Referral to Certified School Counselor</td>
</tr>
<tr>
<td></td>
<td>- Reflective Assignment</td>
</tr>
<tr>
<td></td>
<td>- Restorative Practice Informal/Formal Conference</td>
</tr>
<tr>
<td></td>
<td>- School Service Work</td>
</tr>
<tr>
<td></td>
<td>- Seating Change</td>
</tr>
<tr>
<td></td>
<td>- Social/Academic Instructional Groups</td>
</tr>
<tr>
<td></td>
<td>- Stay Away Contract</td>
</tr>
<tr>
<td></td>
<td>- Student Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>- Teach/Reteach Student Expectations</td>
</tr>
<tr>
<td></td>
<td>- Wardrobe Change</td>
</tr>
</tbody>
</table>

**Special Considerations**

Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.
<table>
<thead>
<tr>
<th>Student Behavior (Incident)</th>
<th>Range of Corrective Strategies (Action)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 2 Behaviors:</strong> more serious than Level 1 behaviors and significantly interfere with the learning and/or the well-being of self and/or others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</td>
<td>The principal or designee must select at least one of the following strategies from Plan 2. The use of corrective strategies from Plan 1 may also be used to address Level 2 behaviors. Repeated Level 2 incidents may be advanced to Level 3 with approval from the Office of Leading and Learning.</td>
</tr>
<tr>
<td></td>
<td><strong>PLAN 2</strong></td>
</tr>
<tr>
<td>• Ammunition Possession</td>
<td>• Bus Suspension (Short Term)</td>
</tr>
<tr>
<td>• Chemical Spray Misuse</td>
<td>• Classroom Reassignment</td>
</tr>
<tr>
<td>• Failure to Report Criminal Offense</td>
<td>• Extended Detention</td>
</tr>
<tr>
<td>• False Reporting</td>
<td>• Financial Restitution</td>
</tr>
<tr>
<td>• Forgery</td>
<td>• In-School Suspension</td>
</tr>
<tr>
<td>• Gambling</td>
<td>• Mentoring</td>
</tr>
<tr>
<td>• Larceny/Theft Less Than $300</td>
<td>• Out-of-School Suspension (1-3 Days)</td>
</tr>
<tr>
<td>• Leaving School Campus Without Permission</td>
<td>• Report to Law Enforcement</td>
</tr>
<tr>
<td>• Medication Policy Violation</td>
<td>• Reverse Suspension</td>
</tr>
<tr>
<td>• Out of Assigned Area</td>
<td>• Safety Plan</td>
</tr>
<tr>
<td>• Pornographic Materials (Minor)</td>
<td>• Suspension Pending Parent Conference (up to 3 days)</td>
</tr>
<tr>
<td>• Possession of Stolen Item(s)</td>
<td>• Suspension/Revocation of Network/Internet Access</td>
</tr>
<tr>
<td>• Threat to Property</td>
<td>• Tobacco (TBC)</td>
</tr>
<tr>
<td>• Trespassing (TRS)</td>
<td><strong>Special Considerations</strong></td>
</tr>
</tbody>
</table>

**Special Considerations**
Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.
### Student Behavior (Incident)

**Level 3 Behaviors:** more serious than Level 2 behaviors that include serious disruption of school order and/or threats to the health, safety and well-being of self and/or others and/or property of others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.

### Range of Corrective Strategies (Action)

The principal or designee must select at least one of the following strategies from Plan 3. The use of corrective strategies from Plans 1 and 2 may also be used to address Level 3 behaviors. Repeated Level 3 incidents may be advanced to Level 4 with approval from the Office of Leading and Learning.

#### LEVEL 3

- Bullying (BUL)
- Counterfeit
- Cyberbullying (BUL)
- Electronic/Telecommunication Device (Major)
- Fighting (Non-SESIR)
- Inciting
- Physical Aggression, One-sided
- Possession of a Potentially Dangerous Object
- Profanity, Obscene or Vulgar Language (Major)
- Sexting
- Vandalism Less Than $1,000
- Verbal Confrontation
- Willful Disobedience/Insubordination

#### PLAN 3

- Bus Suspension (Long Term) with Office of Leading and Learning approval
- Extended Detention
- In-School Suspension
- Out-of-School Suspension (1-3 days)
- Out-of-School Suspension (4-5 days) with approval from the Office of Leading and Learning
- Suspension Pending Parent Conference (up to 3 days)

### Special Considerations:

Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.
<table>
<thead>
<tr>
<th>Student Behavior (Incident)</th>
<th>Range of Corrective Strategies (Action)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 4 Behaviors</strong>: the more serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</td>
<td>The principal or designee <strong>must</strong> select at least one of the following strategies from Plan 4. The use of corrective strategies from Plans 1, 2, and 3 may also be used to address Level 4 behaviors. For all Level 4 behaviors contact the Office of Leading and Learning.</td>
</tr>
</tbody>
</table>

**LEVEL 4**

- Alcohol Possession/Sale/Use/Distribution (ALC)
- Arson (ARS)
- Assault (TRE)
- Breaking and Entering/Burglary (BRK)
- Cyberstalking (TRE)
- Disruption of Campus - Major (DOC)
- Drug Sale/Distribution Excluding Alcohol (DRD)
- Drug Use/Possession Excluding Alcohol (DRU)
- Explosives (WPO)
- False Accusation Against a Staff Member
- Felony (Off Property)
- Fighting (FIT)
- Harassment (HAR)
- Hazing (HAZ)
- Larceny/Theft $300 or Greater (STL)
- Network/Internet Misuse (Major)
- Other Major Crimes (OMC)
- Physical Attack (PHA)
- Robbery (ROB)
- Sexual Assault (SXO)
- Sexual Harassment (SXH)
- Sexual Offense (SXO)
- Threat/Intimidation (TRE)
- Vandalism $1000 or Greater (VAN)

**Special Considerations**

Immediately contact parent(s)/guardian(s). Report to law enforcement any criminal conduct.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.
**Student Behavior (Incident)**

<table>
<thead>
<tr>
<th>Level 5 Behaviors: the most serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 5</strong></td>
</tr>
<tr>
<td>• Battery with More Serious Injury (BAT)</td>
</tr>
<tr>
<td>• Bomb Threat (DOC)</td>
</tr>
<tr>
<td>• Homicide (HOM)</td>
</tr>
<tr>
<td>• Kidnapping (KID)</td>
</tr>
<tr>
<td>• Sexual Battery (SXB)</td>
</tr>
<tr>
<td>• Weapons Possession (WPO)</td>
</tr>
</tbody>
</table>

**Range of Corrective Strategies (Action)**

The principal or designee must select at least one of the following strategies from Plan 5. All Level 5 behaviors must be reported to law enforcement and to the Office of Leading and Learning.

<table>
<thead>
<tr>
<th>PLAN 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Out-of-School Suspension (up to 10 days pending investigation)</td>
</tr>
<tr>
<td>• Recommendation for Alternative Placement</td>
</tr>
<tr>
<td>• Recommendation for Expulsion</td>
</tr>
<tr>
<td>• Report to Law Enforcement</td>
</tr>
</tbody>
</table>

**Special Considerations**

Immediately contact parent(s)/guardian(s).

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.

**Grievance Procedures**

The Secondary Student’s Code of Conduct Handbook states that the student has the right “to receive an adequate hearing on any grievance by school personnel authorized to make decisions.” In all cases involving discipline at Southwest, the procedures listed below will be followed:

1. The teacher or reporting school personnel will report the misbehavior and/or violation of School Board or school policy in writing on the discipline referral form.
2. The charges will be read to the student.
3. The student will have the opportunity to respond to the charges.
4. If the student denies guilt of the offense, the charges will be investigated by the administration.
5. A copy of the completed referral form including the recommendation of the appropriate penalty for misbehavior will be sent home with the student.
6. Prior to suspension by the principal, every effort will be made to contact the parent of the student.
7. In all cases, students and/or parents shall have the right to appeal the penalty to the principal.
8. In discipline cases involving criminal acts that might lead to a suspension and/or recommendation for expulsion by the principal, steps 1-7 will be followed. In addition, the following procedures will be instituted:
   - Student rights will be respected.
   - Students will be made aware of the seriousness of the act and the most severe penalty for such an act.
   - Students will have the opportunity to respond to the charges both in writing and/or verbally.
   - Every attempt will be made to contact the parents immediately and get them involved.
   - District School Security personnel and, if necessary, law enforcement will be notified.

**Right of Appeal**

Students and/or parents shall have the right to appeal the penalty for violation of School Board policy or misbehavior to the principal. In cases where the principal might be off campus, the Assistant Principal will handle the appeal. The principal or his designee will authorize all suspensions and recommendation for expulsion.
ACADEMICS

Brevard County Middle School Promotion Requirements

In grades 7 and 8, to be promoted students must complete the following:

1. Receive a yearly passing grade in the four major academic subjects (mathematics, language arts, science, and social studies) by demonstrating satisfactory mastery of the State Student Performance Standards in language arts, mathematics, science, and social studies. Students who fail even one of these courses will be retained.
2. Meet district attendance requirements. (See attendance policy)

Grading Policy

1. Grades shall be a measure of a student’s progress and achievement in mastering the subject matter, based on the quality of work done, and reflect a comprehensive evaluation which utilizes a number of marks, i.e., quizzes, reports, notebook, homework, grades, etc. A student’s regular attendance, daily preparation, and promptness in completing assignments should be consistent and congruent with these grades and taken into consideration in reporting a student’s progress.
2. Plagiarism is considered to be cheating and will be handled as misconduct by the discipline plan.
3. Letter grades shall be issued each nine week grading period based on the following numerical values:
   - A - 90-100
   - B - 80-89
   - C – 70-79
   - D - 60-69
   - F – 59 and below
   - NG – Not graded
4. No grade lower than 39% will be recorded for the nine-week average. Should a student grade be less than 39%, the grade for record will be 39%. This grade floor is intended to prevent the student from reaching a situation where academic motivation is totally destroyed.
5. If a student receives a failing grade for attendance (absences exceed the 9 days per semester) all grades above 60% will be lowered to 59% and the student will receive an “FA” for the courses exceeding 9 absences. Grades below 59% will be recorded as earned.
6. If a student has a failing grade at the end of the fourth week of the marking period, an interim report must be sent home no later than the last day of the fifth week. A student may, however, still receive a failing grade based on poor performance during the last four weeks of the nine-week period.
7. Final grades will be given using the following numerical values:
   - 100 - 90 = A
   - 89 - 80 = B
   - 79 -70 = C
   - 69 -60 = D
   - less than 59 = F
Teachers will present course requirements for earning grades at the beginning of each course. Extra Credit work can be beneficial for students who wish to gain information over and above the basic course requirements. Extra credit work is not to be used to raise a letter grade when the basic course requirements are not being met. Extra credit is given at the discretion of the teacher.

Semester and/or Final Exams

Semester and/or Final Exams are not permitted to be taken early without prior approval by the principal. If a student does not take their final exam on the scheduled day, they will receive a 0%. Once a student takes their semester or final exam, the grade will be recalculated. First semester exams must be completed by January 24th and the second semester final exam make-up must be completed 3 days after the last day of school. If final exam make-ups are not completed within the designated due dates, the final grade will remain.
Semester and Final Exam Dates for 2019-20

<table>
<thead>
<tr>
<th>Semester Exam Dates</th>
<th>December 15, 16, 17, 18,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam Dates</td>
<td>May 24, 25, 26, 27</td>
</tr>
</tbody>
</table>

**Homework Policy**

Southwest Middle School believes that homework properly assigned is a valuable tool in helping students achieve academic excellence.

Homework is assigned for a specific purpose such as preparing for the next day’s work, strengthening basic fundamentals, strengthening the development of classroom instruction and achieving goals and purposes as set up by the classroom teacher for the individual course of study.

When homework is assigned, students are expected to complete the work and teachers are expected to check the homework to identify problems. Teachers will be responsible for:

1. Making sure students understand the assignment and how to complete it.
2. Making sure assignments are meaningful and of reasonable length.
3. Making sure students are held accountable for completing the assignments.
4. Providing students with corrective feedback after checking the assignment.

Students are responsible for:

1. Making sure they understand the assignment.
2. Completing the homework assignment on time.
3. Reviewing with the teacher problems identified by the homework.
4. Keeping parents informed about their homework assignments.

The faculty and administration urge parents to stress the value of homework with their students and to contact the teacher or school about their students’ progress. *All students should be reading for 20 minutes each school night.* Parents are encouraged to monitor their child’s classroom assignments and grades using the FOCUS website.

**Homework For Absent Students**

Parents whose children are ill and anticipate them being absent from school for 3 or more days may request work. Please allow teachers 24 hour notice to prepare make up work. Parents will need to pick up the work in the front office. Parents can also e-mail teachers directly through the school website. Students will be required to complete requested assignments. Students who are suspended are allowed to make up all assignments. **When absent, it is the student’s responsibility to request all missed work from their classroom teachers upon their return. Teachers will provide a reasonable amount of time for completion. Students are required to make up the missed work.**

Students should make appointments with their teachers to meet with them before regular school hours to make up work or to receive additional help. Occasionally teachers will have other commitments such as organization meetings, in-service meetings, or faculty meetings and will not be available to work with students. Remember the help system is for students who do not waste time in regular class. If you work in the classroom, but simply need additional instruction, our teachers are always here for their students. Students wanting to report to a teachers room after 9:00am will need a pass and an appointment as many teachers have morning duty from 9:00-9:30 am.
Southwest holds an awards ceremony each May to celebrate our students’ successes. There are a variety of awards, however there are two academic awards that all students should strive towards:

**The Assistant Principal Award** is given to all 7th graders who maintain a GPA of 4.0 for the 1st, 2nd and 3rd nine weeks and the first semester of seventh grade.

**The Principal Award** is given to all 8th graders who maintain GPA of 4.0 for every 9 weeks and semester for both 7th and 8th grade.

In addition there are the following award categories:

- Better Bronco Club
- Beta Club
- Elective Award
- Future Problem Solvers
- Literacy Leader
- Physical Education Award
- TSA Award
- Outstanding 8th Grader Award
- Art Award
- Bronco Victory
- Excellence in Science
- Intensive Math Award
- Math Team
- Rotary Club
- 20 Book Challenge
- Artist of Distinction Award
- Duke University TIP Program
- Future Business Leaders of America
- Intensive Language Arts Award
- Perfect Attendance
- Spelling Bee
- Outstanding Student Award

---oOo---

**Athletic Expectations**

All students who participate in the athletic program at SWMS are expected to be role models and are therefore held to a higher standard regarding their behavior. Misconduct will not be tolerated.

- Students who are suspended from school on the day of an event will not participate in that event.
- Students who are suspended during the week of an event will not participate in one event that occurs during the week of the suspension.
- Students who receive more than one suspension during a sports season will be removed from the team.
- Students who are suspended for a zero tolerance incident, fighting, bullying, extortion, theft, vandalism, insubordination, drugs, weapons or other major offenses will be removed from the team.

---oOo---

**ATTENDANCE**

**Front Office Hours:** Monday- Thursday: 8:30 AM – 4:45 PM  
Friday: 8:30AM -3:30 PM  
**Student School Hours:** Monday-Thursday: 9:30 AM – 4:15 PM  
Friday: 9:30AM-3:00 PM  
**Supervision Provided:** Monday- Thursday: 9:00 AM – 4:45 PM  
each Friday: 9:00AM- 3:30PM

Attendance is required of all students enrolled at Southwest Middle School during the hours and days the school is in session. School attendance shall be the responsibility of parents/guardians and students. Additionally, when a student is absent from school, for any reason, the parents/guardians **MUST** provide a written statement of the cause of such absence. This written statement **MUST** be provided within ten school days after student returns to school from an absence.

---oOo---

**Excused Absences Per School Board Policy**

Absences not counted in the nine days are:

- Court dates (documentation required)
- Religious holidays (Eligible days are determined by the district and require prior approval)
- Illness **with** medical documentation- **Doctors notes must be turned in within 10 days of the student returning to school. These can be faxed to the school from the doctor’s office.**
- Chronic and extended illness (documentation required)
- **Notes can be faxed to the school at 321-952-5824**
Failure Due to Attendance
A student who has **more than nine unexcused** absences per semester (or misses more than nine unexcused class periods in one academic or nonacademic class) will not receive a passing grade for the semester. If a student fails due to absences and passes a course, then the student will receive a 59% for that course. Failure due to attendance cannot be made up at summer school.

Parent Responsibilities
Ensure that your student arrives on time and is in school ALL DAY-EVERY DAY.
A. Try to schedule doctor appointments and dental appointments before or after school.
B. Student(s) should only be checked out of school BEFORE the end of the day for EMERGENCIES only. **Remember, all checkouts cause a disruption of the learning environment.**
C. Vacations should be scheduled during the summer break or scheduled school holidays.
D. When your student is absent from school, you must send in a parent note or a doctor’s note for each absence. Remember, parent notes explaining a student’s absence DO NOT count as an excused absence. The absence WILL COUNT towards the NINE absent days (or nine absences in a class period) per semester.
E. Students are marked absent by class periods. This means each time you check your student out early, or the student arrives late, the class period(s) missed count towards the nine days absence.
F. Please keep the school updated with current work, home and cell phone numbers.

Absence from School for Religious Holidays
Students may request prior approval in writing from school administration to be absent from school for observance of district approved religious holidays.

Extended Absences
Extended absences due to family vacations or other pre-planned events are NOT excused absences. However, there is an **extended absence form** to submit in order for the school to have documentation of the extended time out of school. This will assist the social worker and attendance administrator with making decisions about truancy and attendance appeals.

Habitual Truant
As defined in F.S. 1000.01, a “habitual truant” is a student who has fifteen (15) or more unexcused absences within 90 calendar days, with or without the knowledge or consent of the student’s parent or guardian. At Southwest Middle School, a student identified as *habitually truant, as explained above, is NOT* entitled to an attendance appeal for excessive absences and will be referred to the District Truant Officer.

Attendance Appeal Process
Students attending Southwest are entitled to an attendance appeal once the student has accrued more than 9 unexcused absences (or 9 unexcused absences from one or more class periods) in a semester. An unexcused absence is an absence where the student has been absent from school, but has not provided the required excused documentation upon return, which is required by the school board.

Attendance Appeal packets will be available prior to the end of each semester. Failure to comply with any of the following will invalidate your appeals request
- The STUDENT must complete the essay portion of the paperwork
- Parent signature
- Return completed packet on or before due date

Requests for exception to the Southwest Middle School Attendance Appeal process must be submitted in writing to the principal. All requests must include appropriate supporting documentation to justify a request for an exception to policy. The Attendance Committee consists of three to five (3-5) members, which may include an administrator, guidance counselors, attendance clerk, social worker, or teachers.
**Tardy Policy**

As a student at Southwest Middle School, you are expected to use the time between classes for gathering all required materials for your next class, getting a drink and using the restroom, if needed.

- At the start of the school day, if the green gate is closed, you must report to the front office. The office will issue an admit slip indicating the time of arrival at school to be presented to your classroom teacher.
- Students tardy to classes during the school day will receive the following: **1st offense**: warning from the teacher, **2nd Offense**: email or phone call home from the teacher, **3rd offense**: student will be assigned a dean’s detention.

---oOo---

**Bicycles, Skateboards, Etc.**

Upon arrival on campus you must walk with your bike or skateboard. **Students are responsible to secure their bike with a lock in the bike rack.** The school is not responsible for lost or stolen bicycles. Remember, law enforcement procedures require all students riding a bike to wear a helmet.

A bike parking area has been established in a fenced-in area located at the front of the school. The following guidelines will control this parking area.

1. The gate to the area will be locked one-half hour after the beginning of school. The gate will be unlocked when school is dismissed.
2. Students are not permitted to be in the bike parking areas at any time during the school day unless they have checked out of school.
3. The bike racks are not locked throughout the evenings or weekends.
4. Students are not permitted to ride their skateboards on school property during school hours. All skateboards must be stored in the dean’s office for the duration of the school day.

ALL MOTORIZED OR ELECTRIC SCOOTERS/VEHICLES/BIKES/ HOVER BOARDS ARE PROHIBITED.

---oOo---

**Bullying**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, and psychological, through attacks on personal property or a combination of any of these. **School Board Policy # 5517.01**

Examples of these behaviors include: hitting, kicking, pushing, blocking student movement, unwelcome physical contact, taunting, teasing, name calling, threats, spreading rumors, social exclusion, extortion, intimidation or cyberbullying.

Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, text messages, IM, phone apps, or web sites to support repeated hostile behavior by an individual or group with the intent to threaten or harm others, or which substantially interferes with the operation of a school or an individual’s ability to receive an education.

Any student who feels he/she is a victim of bullying should immediately report the aggressive behavior to an administrator. Students may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. If the investigation finds that aggressive/bullying behavior has occurred, it will result in prompt discipline action which may include up to a recommendation for expulsion. **School Board Policy # 5517.01**
---oOo---

Bus Procedures

A. All buses load passengers at the bus lane on the South side of the building.
B. Any student who lives two miles or more from school is eligible to ride without cost.
C. All students, both walkers and bus riders, will be dismissed at 4:15 p.m.
D. Students shall not carry any item onto the bus that cannot be held in the lap; items specifically excluded from the school bus include but are not limited to, large band instruments, oversized backpacks, foldable scooters, and skateboards. Animals are not allowed on the bus.
E. Students shall ride only their assigned school bus and shall be at the bus stop a minimum of five (5) minutes before the scheduled arrival of the bus.
F. Students MUST only get on and get off the school bus at their assigned bus stop.
G. Students will NOT ride another bus home with a friend.
H. Throwing objects out of the window of a school bus is a felony. Student(s) throwing objects out of the window of a school bus will be suspended from the bus for a minimum of five (5) school days. Should injury or damage occur, criminal charges may be filed.
I. The driver is in full charge of the bus and the students. Students MUST obey the driver.
J. The driver has the right to assign seats to maintain order on the bus. It is the student’s responsibility to sit in their assigned seat, at all times, as directed by the driver.
K. Parents are responsible for making prior arrangements with their students if they will not be riding the bus in the afternoon. The school is not responsible for relaying information regarding changes in afternoon transportation for bus riders.
L. Violation of district transportation policies, rules or standards of conduct, including disruptive behavior on a school bus or at a school bus stop (within 200 ft), by a student is grounds for suspension from riding the school bus. Such violations may also be grounds for out of school suspension, or other disciplinary action, which may result in criminal charges being filed.
M. Students may be video recorded at anytime while on the school bus.

Please be reminded that riding the bus is a privilege, not a right. Failure to follow the rules and obey the driver may result in you losing your privilege of riding the bus!

---oOo---

Cafeteria Procedures

Students going to the cafeteria for lunch will observe the following rules:

1. No running. Students must always proceed to the cafeteria in an orderly manner.
2. Skipping line will result in a discipline referral.
3. No loitering, aimless walking, or standing around tables.
4. Throwing food will result in a discipline referral.
5. ALL food and drinks are consumed only in the cafeteria, with the exception of water bottles.
6. Students must sit properly at their table (with both feet under the table).
7. No more than four students to a bench, eight to a table.
8. While in the cafeteria, you should exercise good manners and leave your eating area neat. Be sure to deposit your trash in the trash containers provided.
9. Remember that the cafeteria participates in the Federal School Lunch Program for the sole purpose of providing a healthy breakfast/lunch to students. As such, Parents/Students are not permitted to deliver food from outside vendors, i.e. McDonalds, Chick-Fil-a.
10. All students should conduct themselves in a manner reflecting good citizenship at all times.
11. Upon completion of lunch, you will be released to the commons area. Wandering in other areas on campus, other than the patio, may result in disciplinary action.
12. The School Board sets cost of lunches. Payment for school lunch can be made online. Instructions can be found on the district website or school website.
13. A SHARE Table is available for students to return unused, wrapped foods or fruit with skins. Students are allowed to choose items from the share table to eat in the cafeteria.
Free Breakfast
We provide a FREE breakfast for all students from 9:00 am until 9:20 am. Students who wish to eat breakfast must go directly to the cafeteria upon arrival. Students who are not eating breakfast must remain on the patio.

---oOo---

Cell Phones
Students attending Southwest Middle School may have a cell phone provided the following standards are met:

- All Southwest Middle School students must complete a cell phone contract BEFORE bringing a cell phone on campus. This contract will be completed during registration.
- If you obtain a cell phone after the registration date or your cell phone information changes it is the student’s responsibility to contact the front office to either complete or update a cell phone contract.
- *Per school board policy, your cell phone must be turned off and stored out of sight from 9:00 am until the dismissal bell in the afternoon at 4:15 pm.*
- SWMS is not responsible for lost or stolen cell phones, nor do we have the resources to investigate if they are lost or stolen.
- The cell phone must be secured and kept out of sight.
- If a student’s cell phone is confiscated, a parent/guardian must pick up the phone. Confiscated phones will not be returned to a student.
- Use of a cell phone in the classroom during the school day to talk, text, photograph, video record or access the internet will result in disciplinary action.
- If a student continues to violate the cell phone contract their cell phone privilege may be revoked.

*** Per State Testing Policy – cell phones are not allowed “on the student” during testing ***

---oOo---

Change of Address and Telephone Number
It is the responsibility of parents/guardians to inform the school immediately when a telephone number or address is changed. Southwest must have a working local phone number and current Palm Bay address in order to contact parents/guardians in the event of an emergency. All changes of address, telephone and emergency contact list must be made in person in the guidance office. For changes of address, please bring two (2) current proofs of residency.

PLEASE REMEMBER TO NOTIFY THE SCHOOL OF ANY CHANGE IN HOME OR WORK TELEPHONE NUMBERS, AND TAKE THE NECESSARY STEPS TO HAVE THE NAME OF AN EMERGENCY CONTACT PERSON ON FILE IN THE SCHOOL OFFICE IN CASE PARENTS CANNOT BE REACHED.

---oOo---

Check Out
For the safety of our students, Southwest Middle School will NOT permit any student to leave school grounds unless accompanied by a parent/guardian. Per district policy, students will be released to adults listed on the approved school pick up list ONLY IF WE HAVE SPOKEN TO THE PARENT/ GUARDIAN listed as the custodial guardian on the day of checkout to confirm this person is checking the student out early that day. Custodial guardians can send a note in at the beginning of the day to approve a non-custodial adult from the pick up list to check their student out on that day; please include a phone number where the custodial parent can be reached. Any long term notes approving non custodial adults for pick up must be approved by the principal.

Doctor or court notes must be provided to have the checked out periods marked as excused.

Once a student arrives on campus he/she is not allowed to leave except as explained above. Students who leave campus without permission shall receive disciplinary action.
Check-outs must be done prior to 3:45 P.M (Prior to 2:30 PM on early release days). Classroom interruptions for “last minute” messages or “drop-offs” are not permitted. For the safety of our students, pick-up arrangements will NOT be done over the phone.

FOR the Convenience of PARENTS – A written note from the parent submitted by student to the front office in the morning will expedite the Check-out Process.

---oOo---

Chemical Sprays – perfume, deodorant, etc.

*Under no circumstances are students permitted to possess or spray any type of spray deodorants, hair sprays, perfumes, body sprays or colognes during the school day.

This policy is for the physical health and safety of those on campus with severe asthma or allergies. Please purchase solid deodorant for the PE Locker room.

---oOo---

Clinic Procedures

The nurse’s hours are from 9:15 am to 3:45 pm. Students are not admitted to the clinic without a pass from a teacher or an administrator. After 10 minutes, he/she must return to class, or if student is too sick to return to class, a parent will be called to pick-up student. Limited first aid is available for students who are injured at school.

---oOo---

Conferences with Teachers

Parents wishing to meet with their child’s teacher(s) or to contact the teachers are urged to call the school at 321-952-5800 for an appointment. Telephone conferences can also be held. Please contact the school and leave your telephone number so that teachers can contact you during their planning period. Parents are encouraged to schedule an appointment in lieu of just showing up. In so doing, you will be assuring the availability of the teacher to meet with you. Teachers meet with parents as an academic team.

---oOo---

Delivery of Items to Students

Only persons on the approved contact list will be permitted to deliver items to students during the school day. Items will only be delivered during lunch times.

The school office WILL NOT CALL a student out of class to pick up a delivered item except in an emergency. To do so is disruptive to the learning environment. Any item/lunch money or message dropped off will be delivered to the student during their lunch period. Delivery of food items from restaurants and fast food services will not be permitted. Delivery of balloons, flowers, and other large items, that may cause a disruption in the classroom, will not be delivered to the student. The items will be held in the front office or dean’s office until the end of school. Students who bring large gifts to their peers at school will also have to store those items in the dean’s office for the duration of the school day (Birthday gifts, Valentine’s gifts, etc.)

---oOo---

Dress Code

A very important part of Southwest Middle School is the pride we have in our school and in our student body. Our dress code reflects that special pride. Developed by a group of parents, teachers and students, the intent of the code is to create proper standards of safety, health, and welfare for all students.

As in any place of business, appropriate clothing helps establish an atmosphere where learning is the center point of attention. Due to the nature of learning, the room and the people around you are very important. The following guidelines have been established to ensure the best learning environment.
The standards of appearance for students shall ensure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools.

It is the responsibility of the Principal to see that the dress or appearance of a student is not extreme to the point of creating a disturbance or is hazardous to oneself, others or school property, whether or not the specific case is covered by the above paragraph.

It is the responsibility of each student to adhere to this policy. Failure to do so will result in referral to administration.

Specific Guidelines

The following examples should be used as a guideline, but should not be used to replace the specificity that schools currently have in place in their school site dress codes:

(a) Head
1. No hats, curlers, bandanas, du-rags, or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
2. Hairstyles must be non-disruptive and may not prohibit eye contact.
3. Hoods are not permitted to be worn on the head on campus. Exceptions on cold days will be announced by the principal and will be for outside areas only.

(b) Upper Garments
1. ALL upper garments must have sleeves for both male and female that cover the shoulder. (No mesh, lace, see-through, tank tops, etc.)
2. Strapless garments are prohibited (Tube tops and halter tops are prohibited)
3. Undergarment shall not be visible at any time. (sports bras are undergarments)
4. Necklines of all upper garments must be modest. Low cut necklines are prohibited.
5. Excessively large or baggy clothes, which may conceal dangerous items or be a safety hazard, shall not be worn.
6. Upper garments must adequately cover the waistline and must not expose the midriff, while the student performs normal school-related activities (retrieving books, raising hands, etc.)

(c) Lower Garments
1. Pants shall conform to the build and stature of the student, shall be worn at the waist, and shall not extend below the heel of the shoe in length.
2. Undergarments shall not be visible.
3. Garments must be of a length and fit that are suitable to build and stature of the student.
4. Short-shorts and short skirts are not permitted.
5. Shorts, Skirts, and dresses must be long enough to reach the mid-thigh (fingertip of arm extension) and cover the buttocks.
6. Lower garments shall have no holes or rips above the mid – thigh (fingertip of arm extension).

(d) Footwear
1. Students must wear shoes that are safe and appropriate for the learning environment. Sneakers/athletic shoes are required to protect the student from injury in P.E. class. Slippers are not acceptable footwear.

(e) Accessories
1. Clothing, jewelry, and accessories shall not convey messages that are: vulgar/profane; weapons, violent/death-oriented; gang-related; sexually suggestive; promoting alcohol, drugs, or tobacco.
2. Jewelry or accessories that pose a safety concern for the student or others are prohibited. Hair picks, dog collars, large chains, wallet chains, or chains that connect one part of the body to another are prohibited.

(f) Symbols or Clothing Showing Membership/Affiliation with a Gang
1. Any clothing, accessories or symbols that convey membership or affiliation with a gang or other similarly oriented group or association prone to violence or criminal acts is prohibited.
2. Prohibited gang clothing/accessories can include, but is not limited to, gang related colors, bandanas, caps, du-rags, rolled up or split pant cuffs, certain sports attire with “street meaning”, etc.

(g) Other Dress Code Items:
1. Beachwear and see-through or otherwise revealing apparel is not appropriate.
2. Pajamas of any type are not appropriate
3. Students are not permitted to wear clothing that contains printed profanity, vulgarity, sexually explicit meaning, or with reference to drugs, alcohol, death, gangs, weapons, violence, or sex.
4. Wearing blankets as jackets is prohibited.

Students will be given a warning for their first dress code violation. If a second violation occurs student will receive a discipline referral.

---oOo---

Electronic Devices
Southwest Middle School does not permit electronic devices such as speakers, cameras, laser lights, CD players, IPODs, play stations, MP3 players, kindles, IPADS, notebook computers, etc. Headphones and earbuds are permitted for educational purposes only at the discretion of each teacher.

Southwest is not responsible for lost or stolen electronic devices.
Confiscated items must be picked up by parents only by June 1st, or they will be donated to charity.

---oOo---

Extra-Curricular Activities Policies
Extra curricular activities – We offer several clubs every year including yearbook, student government, Beta Club, TSA, FCA, Art Club, Step Team, and more.
Interscholastic Sports – We compete with other schools in the county in the following interscholastic sports: cheerleading, basketball and track.

1. Philosophy – The School Board of Brevard County believes that extra-curricular activities programs provide students with opportunities to pursue special interests in a variety of areas ranging from marching band to athletics. Furthermore, it is believed that these activities teach students the importance of cooperation, teamwork, dependability, and contribute to building moral character.

The Board recognizes that within a student population there exists a wide range of intellectual ability and talents. Students are encouraged to develop their unique talents while striving to improve their overall academic performance. Because participants in school-sponsored extracurricular programs are expected to represent at all times this school district’s commitment to good citizenship and academic achievement, the following eligibility requirements for participation in student activities have been adopted and shall be applicable to all students whose schools are members of the FHSAA and Junior High/Middle School students. For purposes of these guidelines, interscholastic extracurricular activities are defined as any planned, school sponsored competitive activity, which exists or is carried on between students representing school, districts, region or state.

2. Conduct of Students
   A. In School
   1. Students must be beyond reproach in their school conduct. They must exhibit gentlemanly/ladylike manners and serve as examples with proper behavior, attitude and academic achievement.
2. Students who are behavior problems in school will not be allowed to remain on the team or organization.

B. Participating in athletic contests or activities
   1. Courtesy towards the officials, opposing players, coaches, and spectators will be demanded.
   2. Self-control shall be stressed.
   3. Dress while traveling to another school or place must comply with the school code.
   4. Students MUST be present in all class periods to participate, unless medically excused.

C. Academic Grades
Student eligibility for the first grading period of each new school year shall be based on passing five subjects, four core academic classes, and maintaining a 2.0 grade point average the previous school year based on either each nine-weeks grade averages or the two semester grade averages. For the current school year, during first semester, in order to remain eligible, a student who is attending a full day is required to pass at least five subjects and maintain a grade point average of 2.0 on a 4.0 scale for the nine-week grading period preceding participation in the interscholastic extra-curricular activities. A student who does not meet these requirements will be ineligible for the following nine-week grading period.

Student eligibility for the 2nd semester will be based on a cumulative GPA of 2.0 on those courses required for promotion to the next grade. Any student who does not have a cumulative 2.0 will be ineligible for the entire semester. It is the responsibility of the principal, after consulting with sponsors and the school advisory committee, to establish conduct standards to be applied throughout the school for eligibility purposes under these guidelines.

---oOo---

Field Trips
In order for a student to go on a school sponsored field trip they must meet the following minimum requirements:

1. A student who receives two “N”’s or one “U” for conduct will not be allowed to participate in the field trip. This determination will be made using the most current grade report available.

2. A student who is suspended in or out of school or off the school bus within 15 school days of the scheduled field trip WILL NOT be allowed to participate.

3. A student who has a GPA below 2.0 will not be allowed to participate in “extra curricular” field trips scheduled by band, chorus, or any other club at Southwest Middle School.

4. Classroom teacher(s) must submit the list of students identified to participate in the scheduled field trip to the administration at least two (2) weeks prior to departure. The list will be compared to the excessive absence and discipline reports. Students not meeting the criteria above will not be allowed to participate.

5. Student(s) not participating in the field trip are expected to attend school. Teachers will provide a copy of the “stay-back roster” to attendance. The roster will include the names of students not participating and their location throughout the school day.

6. Students not participating in the field trip, and not attending school, will be marked as an unexcused absence.

7. Students who are not permitted to participate in the fieldtrip cannot “show-up” at the field trip site expecting to join Southwest students. This behavior will result in up to a 3 day suspension from school.
**Field Trip Transportation**

In order to participate on a scheduled field trip, students MUST ride school-approved transportation. For example, if the mode of transportation is a school bus, the student must ride the school bus. Students will not be allowed to ride with parents or other chaperones in privately owned vehicles when buses are provided. NO EXCEPTIONS.

---oOo---

**Guidance Services**

The Guidance and Counseling Program at Southwest Middle School has one main purpose - to serve you, the student. The total program at Southwest revolves around the student as an individual with specific needs for educational and social development.

---oOo---

**GUM**

Please do not bring gum to Southwest Middle School as it creates a major cleaning issue for the custodians on a regular basis.

---oOo---

**Insurance**

Low-cost student insurance is available to purchase for all students. Students are encouraged to take this insurance, as the school accepts no financial responsibility for accidents occurring on the campus.

---oOo---

**Internet Usage**

Students accessing the internet through the district computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet. The District has the right to monitor, review and inspect any directories, files, and/or messages residing on or sent using the district’s computers/networks. Messages relating to or in support of illegal activities will be reported to law enforcement. Student will be subject to disciplinary action which may include loss of internet privileges while on campus, suspension and/or expulsion.

---oOo---

**Lockers and PE Policies and Uniforms**

Each student taking physical education is assigned a gym locker. The lockers are the property of the school and may be opened and/or searched by the school administration if the need arises according to state statute 232.256(3). We do not assign book lockers at SWMS. Gym lockers are provided for students per school board rental. Students may not share lockers. Students should keep their assigned locker locked neat and well arranged. Students are required to dress out in appropriate gym clothes while participating in physical education. Personal items MUST be stored in the locker.

NOTICE: Florida Statute 232.256(3) Student lockers or storage areas are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects.

Students are required to dress out in appropriate gym clothes while participating in the physical education program.

For the SAFETY and respect for students with asthma and allergies, NO Deodorant Spray, Cologne Spray or Perfume ALLOWED. Solid deodorant is highly encouraged!

Parents MUST present a medical note for non-participation from PE due to a medical condition. In order to resume, a medical note must be provided. Students who will be out-of-PE longer than 6 weeks will be provided another elective.
---oOo---

Lost and Found

A lost and found depository is maintained in the dean’s office and in both P.E. locker rooms. The school cannot assume responsibility for lost or stolen items. Students are urged not to carry large sums of money, or to wear expensive items of jewelry to school.

Lost and found is cleaned out at the end of each semester. Any item not claimed during this process is donated to local charities.

---oOo---

Media Center

Open 9:00 – 4:20 Monday- Thursday and 9:00-3:15 Fridays

The Media Center is open every school day starting at 9 AM. Students are able to come work on homework, check-out books, work on projects, get support for the 20 Book Challenge, play games, work with Maker Space materials, or just sit and read. Students are welcome in the Media Center throughout the school day as long as they have a pass from their teacher. Students may visit the Media Center without a pass or any special permission before and after school or during lunches unless a special event is happening. Special exceptions to our hours include club meetings (Maker Space, Project Lit Book Club, FCA, etc.) or requests for extra help. Our Media Specialist is always available and willing to help!

---oOo---

Medical Waivers for Physical Education

The following procedures have been established for those students requesting medical waivers for P.E.

It is required that the compromised student, the student’s parent(s) or guardian, the physical education teacher, a school administrator or designee and the student’s doctor be involved in establishing an adaptive physical education program for a compromised student. The following steps should be observed:

- The physical education teacher is to provide the student’s doctor with the course syllabus/curriculum.
- The doctor should either circle what the student is permitted to do or cross out what they are not able to do described in the syllabus/curriculum or indicate, in writing, exactly what is permissible.
- The amended syllabus/curriculum should then be reviewed, discussed and approved by the parent(s) or guardian, a school administrator or designee and the student’s physical education teacher.

---oOo---

National Junior Honor Society

The Southwest Chapter of the NJHS is formulated to create enthusiasm for superior scholarship, develop citizenship, stimulate a desire to serve, promote leadership, and to instill character. Application for membership in the NJHS is open to any 8th grade student who has maintained a 3.5 grade point average. Transfer grades will be considered for students who have come to Southwest from another school. Membership is highly selective. The main evaluation criteria for membership are grade point average, teacher recommendations, and school conduct.

---oOo---

“No Go” List

Students who receive a discipline referral (bus included) where the consequence is either ISS or Suspension, within 15 school days prior to an event, will NOT be permitted to participate in special school activities such as: field trips, student/faculty basketball game, yearbook signing party, basketball games, track meets, or after school activities. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.
---oOo---

Patio / Commons Area Procedures
Before school and during lunch students are required to stay within the areas designated by the yellow boundary lines in the commons. Students “out-of-assigned” area before school or during lunch will receive disciplinary action. There is no food or drink allowed on the patio.

---oOo---

Pledge of Allegiance
During the 2016 legislative session, changes were made to 1003.44, F.S., the recitation of the pledge of allegiance. The language of the bill is as follows:

1003.44 Patriotic program; rules.- The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student may be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes.

---oOo---

Public Displays of Affection
Students are not permitted to hold hands, kiss, walk arm in arm, or give extended hugs on campus. Students are here for educational purposes, displays of affection beyond friendship are not permitted.

---oOo---

Racial/Ethnic/Sex Related Slurs
At Southwest Middle School we believe all students should be respected. As a result, we have a zero tolerance policy for any student who states or displays any racial/ethnic/Sex Related slurs towards another student or staff member regarding their race or religious beliefs. Each incident will be investigated and if proven true, the student will be suspended out of school for up to 10 school days and may be recommended for expulsion.

---oOo---

Restroom Procedures
The restrooms are open during patio times and between classes. Students who are given permission to use the restroom during class time must report immediately to the restroom and straight back to class. Students are not permitted to use the restroom during the first and last ten minutes of class.

---oOo---

Running
Students are not permitted to run on campus unless they are in gym class. Running through the hallways is unsafe for the student and others. Please walk to avoid consequences.

---oOo---

Safety Drills
Due to the possibilities of fire and/or local disaster, the school has organized several types of drills applicable to the existing situation. Further information will be provided to each student by the classroom teacher to include review on the evacuation procedures. An emergency evacuation map is posted in each room, become familiar with these maps. Students cannot be checked out during emergency evacuation drills or during actual emergencies until determined safe to do so by the principal or his/her designee.
Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature that is severe or persuasive enough to create a hostile or intimidating work or learning environment. School Board Policy # 5517.01

One of the difficult things for students to understand about sexual harassment is that the intent does not affect whether or not an act or statement is considered sexual harassment. Whether an act or statement is unwelcome by the listener or receiver determines whether it can be labeled “sexual harassment”.

Behaviors that may have once been considered a part of growing up are not acceptable at school. The following behaviors may constitute sexual harassment and are not appropriate at school:

1. using obscene language
2. sexual innuendoes or comments
3. starting rumors about a person’s sexual behavior
4. humor or jokes about sex or females/males in general
5. pesterling a person for a date
6. touching, patting, pinching, etc.
7. rating a person’s sexuality or attractiveness
8. leering or staring at a person in a sexual way
9. writing/name calling about a person’s sexuality
10. sexual name calling
11. sexual ridicule
12. letters, notes, telephone calls, computer messages of a sexual nature.
13. displaying pictures, calendars, cartoons, or other materials with sexual content.
14. “Mooning” or “streaking”
15. “Pantsing” – pulling another student’s pants down
16. Jokes, slurs, or comments about a person’s sexual orientation

School Social Worker

The School Social Worker at Southwest Middle is available to provide support and assistance to students, in order to enhance student success and make the best use of educational opportunities available to them. The School Social Worker works with students and their families in order to provide referrals and resources. The School Social Worker provides group and individual interventions for students, with the purpose of assisting in personal, social, emotional, and academic growth.

Student Medication

Florida Statute (232.0316) provides for school personnel to assist students in the administration of prescribed medications under certain circumstances. We encourage parents to discuss with their physicians a timetable for prescription medication that could eliminate school time dosages.

School personnel do not administer aspirin to students. If a student has a medical condition which requires him /her to take aspirin, we must have verification from the doctor. Distribution of aspirin will be handled in the same way as prescription medication.

In the event that this is not possible and medicine must be administered at school, the following procedures must be followed:

1. For each prescribed medication, the student’s parent or guardian shall provide to the school principal, on the authorized School Board form, permission for the principal or his designee to assist in the administration of each prescribed medication and which shall explain the necessity
for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business.

2. All prescribed medication to be administered by school personnel shall **BE RECEIVED AND STORED IN THE ORIGINAL CONTAINERS.**

3. All medication must be counted before we can accept it.

4. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

5. Medication may be left at the school overnight in cases where the physician and parent make a request for high frequency and lengthy dosage requirements.

6. **Parents will be responsible for bringing in and picking up medicine. Students are not allowed to carry medication on their person.** STUDENTS IN VIOLATION OF THIS POLICY ARE SUBJECT TO SUSPENSION/EXPULSION FROM SCHOOL.

7. Medication not picked up within a 30 days period will be destroyed.

8. There are times when a student may be required to take over the counter medicine (i.e. aspirin, Tylenol, etc.) for a period of time. All medications must be brought to the clinic by a parent/guardian and a consent form signed. It is then possible for the student to obtain this medication for a period not to exceed ten (10) school days. If it is a medication the student requires on a regular basis, the parent/guardian must obtain a doctor’s note that will be good for the remainder of the school year or until the medication is no longer needed.

The above guidelines must be followed. Parent Request/Permission for Dispensing of Prescription Medication forms are available at the front office.

---oOo---

**Telephone Use**

The phone policy at Southwest will be strictly enforced. If a student has an emergency and must call home during a class period, the call **MUST** be made from the Front Office. Administration will assist in any and all emergencies diligently. Students may use the phone in the office at lunch or before and after school.

STUDENTS WHO STAY AFTER SCHOOL FOR ACTIVITIES NEED TO MAKE PRIOR TRANSPORTATION ARRANGEMENTS

Students will NOT be allowed to call home if they have forgotten something. This includes items for classes, lunch money, class projects, etc. If a student knows that something is being delivered it will be his/her responsibility for check with administration during lunch. Classes will not be disrupted to tell a student something has arrived.

Please be sure to make transportation arrangements BEFORE your child comes to school. **IF THERE IS A TRANSPORTATION EMERGENCY, please call the office before 3:30 pm on Monday – Thursdays or before 2:15pm on Fridays.** This allows the front office time to notify your child before the last bell.

Be sure walking students know what they should do in case of rain. A contingency plan should be made at the beginning of the school year for these students. This prevents an overflow of students in the office during a potentially busy time.

The students need to be aware of their needs before they leave for school in the morning, and they need to understand that they will have to pay the consequences for forgotten items/homework. The front office will be saying NO to telephone use except in the instances noted, as it disrupts not only the student’s time in class, but the whole class as well. Students may ask for permission to use the school phone during their lunch time.
Textbooks

Textbooks are provided free to all students; the students are to assume responsibility for their care. If textbooks are lost or damaged, the student will be charged for the damage. These charges must be paid prior to another book being issued.

Each student must take the responsibility to seek help and service from the Guidance Department as that student’s need arises. The Guidance Department can help with personal problems, scheduling, curriculum issues, student services and student activities.

Video Recording

It is against policy to electronically record any events on campus, on the bus, or at the bus stop without prior permission from administration which includes the distribution, sharing (through text, Facebook, YouTube, etc.), or viewing any electronically recorded material. Failure to adhere to this policy will result in disciplinary action.

Visitors

We extend an open invitation to parents to visit Southwest at any time with prior arrangements. Please feel free to join your child for lunch and attend certain school functions. Parents who want to join their child for lunch will eat with them in the front office lunch area. Please report to the front office for a visitor’s pass and information. STUDENTS MAY NOT BRING VISITORS TO SCHOOL!

Water Bottles

Students are permitted to carry see through PLASTIC water bottles with a seal tight lid to classes. The bottles can only contain water. All other bottles will be held in the dean’s office until the end of the school day. Water bottles are the only items permitted outside the cafeteria, no other food or drink is permitted throughout the remainder of campus.

Weapons

Weapons are not permitted on campus. Students making reference to any type of weapons (gun, knife, bomb, etc.) either verbally, in writing, or with gestures will be subject to search, disciplinary procedures (possible suspension or expulsion, parent conference, and a safety contract), and police involvement (possible police report, citation, arrest, police home safety checks, etc.) depending on the level of the statement or gesture made.

Withdraw Procedures

In the event that you need to withdraw your student from Southwest Middle School, PLEASE make sure to inform us as soon as possible. Ideally, you should let us know while your student is still in attendance. Come to the Guidance Office between the hours of 8:30AM – 4:00PM. You must be the custodial parent or legal guardian. You will be asked to present your photo ID. You will then be asked to sign a form that you are the responsible person withdrawing the student, identifying the final date of attendance for the student, and where the student will be attending next. Make certain to return all textbooks and any other items provided for your student(s) use, including Library books, and settle any outstanding balances with our bookkeeper. With enough notice and preparation, we will be able to gather and provide a packet with the necessary items the new school district will need for an efficient enrollment. If you have any questions, please contact our Guidance Registrar at: 321-952-5800 x 2000.