



STEWART MIDDLE SCHOOL

2023-2024 STUDENT/PARENT HANDBOOK

8138 Malone Street, Douglasville, GA 30134

Phone: 770.651.5400

Fax: 770.920.4229

Website: <https://sms.dcssga.org>

STUDENT NAME _____

STUDENT NUMBER _____

HOMEROOM _____

SCHOOL COLORS: Black and Gold

SCHOOL MASCOT: Eagles

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Welcome to Stewart Middle School (SMS)! We look forward to another productive and successful school year as we all work together to provide positive opportunities and outcomes for all students. We are very proud of SMS and believe that high quality academic standards promote student achievement. It is the hope that with clear expectations, a strong instructional program, and the collaborative efforts and cooperation of students, families, and our staff that you and your family will have an outstanding year!

We expect all students to fly the EAGLE Way:

- Students will respect themselves, their peers, and all adults.
- Students will not be distracted by cell phones.
- Students will use appropriate language on campus and at school events.
- Students will be on time, prepared, and productive.
- Students will walk the path to success.
- Students will **S.O.A.R.** (**S**tudy, **O**vercome obstacles, **A**chieve, and be **R**eady for the next level)!

We are proud of you and the talents you possess, and hope that you will use them to explore your utmost potential. Our priorities are your safety in the school and learning environment and your success as a student. If you need help or immediate assistance, please speak with your teachers, counselors, administrators, parents, or other school personnel. Have a wonderful year!

Discipline in the Classroom

Along with established classroom expectations, a behavior management plan is essential to the success of any classroom. Teachers are expected to have a functioning plan that sets the tone for how the class will be conducted. The plan should include expected behaviors and consequences for not exhibiting those behaviors. Consequences should include but are not limited to: verbal warnings, parent contact, teacher detention, and referral to office. Along with a plan, teachers should be aware of the following:

- Parents must be called prior to a referral. Referrals should include information on how and when the parent was contacted previous to the referral.
- All teachers must provide ISS assignments in a timely manner and ensure that sufficient work has been assigned for the time that the student is in ISS.
- The more you call an administrator to pull students out of your classroom, the less power you have with students.
- Electronics are not permitted on Campus
- .

SMS Code of Conduct Infractions

Minor Infractions – *These behaviors are handled by the teacher.*

- Disrespect to other students
- Inappropriate dress
- Food theft
- Horseplay
- Inappropriate hallway behavior
- Inappropriate use of personal equipment
- Incomplete homework
- Cursing (unintentional)
- Talking in class
- Talking out of turn
- Unprepared for class
- Use of personal electronic device

Middle Infractions – *These behaviors are initially handled by the teacher and referred to an administrator if they become chronic.*

- Abuse of school equipment
- Cheating on assignments, tests, quizzes
- Disrespecting teachers' personal space/property
- Inappropriate language
- Inappropriate use of technology
- Insubordination
- Lying
- Cursing (intentional)

A Mixture of the middle and minor infractions at one time should be escalated to a major infraction.

Major Infractions-*These behaviors are immediately referred to an administrator.*

- Arson
- Blatant Insubordination
- Bullying
- Cheating on cumulative exams
- Class Cut
- Cursing @ Adult
- Defiance
- Endangerment of self and/or others
- Failure to serve in-school suspension
- Fighting or Physical Aggression
- Forgery
- Gang activity
- Leaving school grounds without permission
- Pulling a Fire Alarm
- Racism or other forms of discrimination
- Sexual behavior
- Smoking/lighters/e cigs/vape on school grounds
- Theft
- Threat/Intimidation
- Unauthorized Area
- Use of or under the influence of drugs and/or alcohol or possession of paraphernalia
- Vandalism
- Verbal aggression
- Weapons

SMS

Personal Electronic Device Policy

Building Expectations:

1. There are certain behaviors related to electronic device use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, bullying, photos, sexting, plagiarism, cheating, copyright violation, etc. will result in disciplinary consequences as well as potential legal charges.

2. Students are not allowed to use their electronic devices during breakfast, class change, and lunch. Students are restricted to electronics use based on the classroom standards listed below.

3. Cell Phones Are not Permitted

4. If a student has their electronic device out during The student will have the consequences outlined below:

- 1st classroom offense – Warning
 - 2nd classroom offense - the teacher has the discretion to take the student's devices for the remainder of the class or the teacher will assign a classroom detention, Silent Lunch
 - 3rd classroom offense - the device will be confiscated and/or documented, turned in to the main office and a detention will be assigned. Confiscated devices need to be picked up in the main office by a parent/guardian/parent designee.
- *Offenses beyond the third will result in an administrative referral***

Student Dress Code Non-Negotiables

1. No hats, doorags, hoods, and/or bandanas.
2. Shorts, skirts, and dresses must follow the fingertip rule.
3. No holes above the knee that show skin.
4. Pants must be worn at waist.
5. All shirts must meet the three finger rule **and** cover stomach and no low cut shirts.
6. Girls can wear tights/yoga pants, but their hips must be covered.

ACADEMIC INTEGRITY POLICY

Cheating (including student plagiarism of print or electronic material) is defined as students taking and/or submitting an assessment, classroom work, projects, etc., (in which an academic grade is assigned) in a dishonest way, as by improper access to the answers or work that is submitted. Furthermore, cheating is considered the equivalent of stealing, and therefore, requires disciplinary action by the classroom teacher and possibly an office referral.

ATTENDANCE

Student attendance is a key factor in academic success. Students should provide a parent note when absent to support it as an excused absence. Families are encouraged to review the Douglas County School System attendance policies for more details. Students are expected to arrive to each class on time. Frequent tardiness can result in disciplinary action. If a student is more than 10 minutes tardy to a class, it is considered skipping and will result in a discipline referral.

BEHAVIORAL/DISCIPLINE PLAN

The following comprehensive plan may be used for most (but not necessarily all) Level I behaviors listed in the Douglas County School System Code of Conduct:
1st offense – Verbal Warning: Student Conference
2nd offense – Parent Contact
3rd offense – Classroom Consequence
4th offense – Referral to Administration

(Administration reserves the right to determine local disciplinary consequences for violations, which may include a warning, detention, In School Suspension, and/or Out of School Suspension. Discipline is often determined by the number of student's previous incidences and consequences. Level 3 violations can result in recommendation for student tribunal hearing and referral to an alternative school setting).

NOTE: Level II-III behaviors listed in the Douglas County Student Code of Conduct will result in an immediate office referral.

AFTER SCHOOL/ADMINISTRATIVE DETENTION

After School/Administrative Detention is an alternative for dealing with discipline offenses and infractions of a moderate nature. The meeting time is usually 3:45 p.m. – 5:30 p.m. (subject to adjustment) and can occur/be assigned on any afternoon, Monday through Thursday. The student must attend the entire session to receive credit. Assigned students will need to bring school materials to After School/Administrative Detention.

IN-SCHOOL SUSPENSION (ISS)/OUT OF SCHOOL SUSPENSION (OSS)

The In-School Suspension (ISS) Program of the Douglas County School System is designed to provide an effective means of discipline that removes the student from the classroom, while maintaining an educational program and counseling services. By having the ISS Program in the student's home school, better and more efficient services can be provided to assist that student in learning to cope in an acceptable manner with his or her environment.

All students are to obey the ISS Teacher's directions; disrespect or acts of insubordination will not be condoned. Students who fail to comply with ISS rules and procedures will be immediately suspended out of school (OSS) for a period specified by the administration, and based on the remaining time not completed in the In-School Suspension program.

Students suspended out of school are not permitted on any school district property during the time of the OSS assignment. Student must also complete all assigned missed work during ISS/OSS (or after return from ISS/OSS, depending on the teacher).

BOOK BAGS

Students will not be allowed to carry book bags to ANY class. Book bags should be left in lockers until the end of the day and can only be accessed during locker breaks or with staff permission. Rolling book bags are not allowed. Gym clothes must be carried to connections in a plastic shopping bag or by hand.

PROCEDURES FOR THE USE OF PERSONAL TECHNOLOGY

Updated technologies continue to provide many new and positive educational benefits for classroom instruction. To encourage this growth, students will have access to technology **but are not allowed to bring personal technology, including cell phones on campus.**

INTERNET

Only the wireless network and Internet gateway provided by the school may be accessed while on campus. Personal Internet connectivity devices such as cell phones are not permitted to be used to access outside Internet sources at any time.

SECURITY AND DAMAGES

The Douglas County School District is not liable for any device stolen or damaged while on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are affected in similar situations.

AVAILABILITY OF TECHNOLOGY

Teachers will not require that all students have a computing device. The district will continue to provide district owned devices that can be used by students during class time. Students without either computer or Internet access at home may gain access during the school day or at the public library.

DRESS CODE

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment".

In the selection of school dress, parents and students should exercise good taste and good judgment. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness, and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress, hairstyle, etc. are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire.

Consequences for failure to comply:

The administration will determine consequences. These may include dress modification, parent notification, counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline. Receipt of Student Handbook (which will be available online, prior to the beginning of the school year) shall serve as first notice of Dress Code Policy.

EMERGENCY CLOSING

The official radio station for announcing emergency school closings is WSB-AM 750. When inclement weather or other events make the cancellation of school necessary, WSB-AM 750 will be notified. If no announcement is made, school will be in session. Please also refer to the district/school website for information; additionally, you can receive Notify Me communication from the school/system if you have subscribed to it via the district/school website.

EXTRACURRICULAR ACTIVITIES/CLUBS

Students are encouraged to participate in extracurricular activities. Some activities have associated fees while others are free. Parents and students are encouraged to review a complete list of extracurricular activities on the school website.

FIELD TRIPS

Students' teachers/grade levels will determine participation in field trip activities. Criteria for participation in field trips extending overnight or further than 60 miles from school will be more stringent to optimize the safety, welfare, and educational opportunity available to students.

INSURANCE

School insurance is available to all students. A packet will be available for each student during open house and during the first week of classes. Purchase of this program is optional. Only students playing extracurricular sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

LOCKER PRICES

Student lockers are \$5.00 each. Students can purchase lockers throughout the year.

Students are responsible for the lockers issued to them. Students whose lockers are jammed, tampered with or damaged through abuse will be charged for repair and their locker privilege revoked. Students may only visit their lockers at assigned times and/or with a locker pass. Students who are tardy to class will not be allowed to go to their lockers.

Gym lockers are available to students for gym class or after school sports only, but students must provide their own locks. Academic materials may not be stored in a gym locker. SMS assumes no responsibility for items lost through unauthorized sharing of lockers or combinations. Students are only allowed to use their lockers at the designated times.

MEDIA CENTER

The media center opens at 8:00 a.m. each day. You are encouraged to use the media center as much as possible. From time to time students may need to visit the media center, during class time to do research. In such cases, students should first get permission from the teacher, and after entering the media center, inform the media specialist and/or clerk about needs. Students are not permitted to be in the Media Center prior to 8:00 a.m. without approval of the school staff.

1. Students may check out 1-2 books at a time for a period of 2 weeks.
2. Students will not be permitted to check out any material if they have overdue books. A fine of \$0.05 per day will be charged for each overdue book.
3. Report cards may be held if students have overdue or lost books.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, the medication must be brought into the office by an adult and picked up by an adult. A signed form from a parent must be presented to the office. All medication will be kept in and dispensed through the main office, except for asthma inhalers which students can carry.

MOMENT OF SILENCE

Georgia law provides time for quiet reflection by students and staff each school day. The moment of silence is not intended to be and is not conducted as a religious service.

NON-EDUCATIONAL MATERIALS

Non-educational materials are not to be brought to school. Non-educational materials include skateboards, water guns, noise makers, balls, playing cards, indecent books or magazines, yo-yo's, laser pointers, radios, or any other items that may be used to create a disturbance. Also, items that are brought which could be considered weapons but were brought without the intention of using them as weapons fall into this category. **Cell phones will not be allowed, during the instructional day.** Non-educational items may be collected and kept until a parent comes to school with the student to request the return of the item(s).

STUDENT AGENDAS

All SMS students are expected to use an agenda each day. If the agenda is lost or damaged, the replacement cost is \$5.00.

All students must adhere to this policy by having possession of an agenda in all classes and hallways of SMS. Students not in compliance can be subject to the SMS Behavioral/Discipline Plan (listed later in the handbook).

Student agendas will be used as a way of communication as well as an organizational tool. Please make a habit of checking your student's agenda daily.

STUDENT MEAL CHARGES

Students may accumulate a maximum of \$5.00 in charges. This \$5.00 limit includes charges for breakfast, lunch, and supplemental sales. After the \$5.00 limit is reached, students are offered an alternate meal, which consists of a sandwich and a beverage.

STUDENT MEALS

Middle School	
Regular Price Lunch	\$2.35
Reduced Price Lunch	\$0.40
Second Lunch	\$3.25
Regular Price Breakfast	\$1.25
Reduced Price Breakfast	\$0.30
Second Breakfast	\$1.65
Extra Milk or 4 oz. Juice	\$0.60

PLEASE NOTE:

Checks may not be cashed at school. Checks will be accepted for the exact amount of expenses only.

STUDENT MAKE-UP WORK

All students may receive credit for completing makeup work after an absence. A student will be given as many days as he/she was absent from that class to make up assignments and tests. Teachers are not required to provide assignments to students prior to an absence. It will be the student's responsibility to ask for make-up work and turn it in within the time set by the teacher.