



## **Quick Guide for Middle School Students 2024-2025**

The student experience at Sweet Home Middle School is centered upon the core values defined in the 7 Habits. These 7 Habits challenge students to become thoughtful lifelong learners who embrace the growth mindset and strive for continual improvement. It is a framework to help build upon strengths to develop the courage and desire to lead others in a manner that improves the human condition.

### ***The Standard***

- Be prepared and on time. Put first things first.
- Take responsibility for your actions.
- Be a team player - Cooperate with adults and classmates.
- Accept and respect everyone. Seek first to understand, then to be understood.
- Be kind and encourage others.
- Be a role model - Lead with courage and confidence.
- Use positive words and body language.
- Give your best effort.

**Do the right thing at the right time.**

***Build Yourself, Build Your Team, Build Your Community***



## *The 7 Habits – Building Success*

Habit 1: Be Proactive

- *You're in Charge.*

Habit 2: Begin With the End in Mind

- *Have a Plan.*

Habit 3: Put First Things First

- *Work First, Then Play*

Habit 4: Think Win-Win

- *Everyone Can Win*

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

## *All In Behavior Expectations*

- [24-25 All in Behavior Expectations](#)



## Daily Procedures for Students

Welcome to the 2024-25 School Year! Our school prides itself on having a structured and collaborative environment to maximize the school experience. The following procedures are important to ensure that our school day goes as smoothly as possible every day.

### Arrival

#### **1. Transportation**


- *Students are expected to be at their bus stop on time so the bus drivers can stay on schedule.*
- *All buses will drop off students at doors 2 and 3 between 9:00 - 9:05 a.m. where students will enter the building and go to their lockers to store their bookbags, coat, and other outerwear. Then you will go directly to your homeroom.*
- *Walkers and bikers will enter at door 2.*
- *Parent Drop-Off will be located at door 3. No students can be dropped off before 9:00 a.m.*
- *Drop Off Map Flap*
  - [https://docs.google.com/drawings/d/1gQJrB83eiOzBCRP-OeYnykB\\_t1sZxhlqVFy\\_byHFAZE/edit?usp=sharing](https://docs.google.com/drawings/d/1gQJrB83eiOzBCRP-OeYnykB_t1sZxhlqVFy_byHFAZE/edit?usp=sharing)

#### **2. Entering the Building**

- *Walk calmly and quietly into school.*
- *Talk quietly and use respectful language with your friends in the hallway. Guests may be present in the building, and we want them to see and feel the pride we have in ourselves, each other, and our school.*
- *If you come in past 9:10 a.m. you must register with the front desk located inside of Door #2.*



### **3. Backpacks and lockers**

- *Backpacks are not allowed to be carried in the school building during classes. Please leave them in your locker in the morning. You can access your locker during your lunch transitions and at the end of the day.*
  -  Acceptable “backpack” wear

### **4. Breakfast**

- *Breakfast will be served to you in your homeroom.*
- *Please complete eating your breakfast before instruction begins at 9:15am.*
- *Students should clean their areas after eating their breakfast.*

### **5. Period 1 Attendance/Morning Show & Announcements**

- *Attendance is an important responsibility of our students which will be accurately recorded and closely monitored on a daily basis.*
- *During the first period, attendance will be taken, and attendance reports will be generated to contact families of absent students. Any questions or concerns regarding attendance should be directed to our Attendance Office at 250-1462.*
- ***Students must be in attendance for at least half of their scheduled periods to stay after school for any activities including sports, clubs, and arts or music events.***
- *A block of time will be allotted for our Sweet Home Morning Show and announcements during the first period.*
- *Students may sign up to say the Pledge of Allegiance in the Main Office. The Sign-Up link can be found in Schoology.*

## **Academic Day**

### **1. Hallways/Passing Time**

- *Students will have 3 minutes during passing time to get to their next class. Students need to make sure that they are reaching their destination prior to the bell ringing for the period to avoid a consequence.*
- *To maintain smooth flows of traffic in our hallways, be sure to walk on the right side at all times during passing, and avoid stopping and gathering in the halls.*



- *Bathrooms will be closed during passing time and will be accessible during lunch, study halls, and classes. Please do your best to use the restrooms during lunches and study halls if possible.*
- *Lockers will only be used at arrival, lunch transition, and dismissal.*

## **2. SmartPasses**

- *Every student will use the SmartPass App on their iPads. When you need to use the bathroom, visit a teacher, nurse or other area of the school, you must submit a SmartPass request to your teacher or adult in the classroom. The teacher/staff member will accept/deny your request. A monitor will supervise the students in the hallway. Only 1 student is permitted in the bathroom at a time. Students are expected to follow directions from the hall monitors.*

## **3. Classrooms**

- *Be in your classroom before the bell rings.*
- *Be prepared for class. Make sure you thoughtfully plan on having all the materials you need to perform the classroom tasks.*
- *Know and respect your teacher's routines/ expectations for the start of class.*
- *Maintaining a quiet, calm, and respectful school environment is essential for students and teachers to do their jobs.*
- *Your teachers have been asked to keep students in the classroom so that you have the best chance to be successful. If you have an occasional situation in which you need to leave class, politely ask your teacher for permission, which will allow you 3 minutes to take care of personal business. If you leave too many classrooms, too often, you will be contacted by one of the administrators and placed on the "to be escorted" list.*
- *When you enter their classroom, you should report directly and quietly to your seat. Follow the routines and instructions of your classroom teacher.*

## **4. Bathrooms**

- *Students will be permitted to use the bathrooms during lunches and class when necessary. Bathrooms will be closed during passing time. You have to have a pass in order to go to the bathroom.*
- *Teachers may allow 1 student out of their room at a time, unless there is an emergency, and 1 student will be permitted in the bathroom at any given time.*
- *3:35 pm the bathrooms will close for the day.*



## 5. Lunches

- *Students must stay in their seats.*
- *Wait until your row is called in order to go to the lunch line.*
- *Lunch will be provided from the lunch lines.*
- *Lunch is a great time to socialize and enjoy the company of others while eating your food. Remember to think of others by speaking at a controlled voice level, and respecting others property including food.*
- *Remember to think of the professionals that work in the cafeteria by being polite and cleaning up after yourself. No garbage or food should be left on the tables when you leave.*
- *Students that need to use the restrooms located closest to the cafeteria. No more than 2 students at a time will be allowed to leave.*
- *You will be asked to be in the lunchroom on time and remain inside until the bell rings.*

## 6. Dismissal

- *Students should exit the building in a calm respectful manner, and try to maintain a safe distance from others.*
- *Unless you are staying for a school-sponsored event like a sport or club, all students must leave the building after school.*
- *All students need to remain in their 9th-period class until they are called for dismissal.*

# STUDENT DISCIPLINE & EXPECTATIONS

**What are the EXPECTATIONS for me as a student?**

**Meet and exceed *The STANDARD and the ALL IN Behavior Expectations***

*Raise your standards and the world will meet you there.*



# *The Standard*

- Be prepared and on time. Put first things first.
- Take responsibility for your actions.
- Be a team player - Cooperate with adults and classmates.
- Accept and respect everyone. Seek first to understand, then to be understood.
- Be kind and encourage others.
- Be a role model - Lead with courage and confidence.
- Use positive words and body language.
- Give your best effort.

**Do the right thing at the right time.**

***...Did you meet The Standard today?***

*Raise your standards and the world will meet you there.*



## **1. What will happen if I choose not to meet *The Standard* or follow the *All in Behavior Expectations*?**

*Choosing to display behaviors that go against The Standard for students will come with consequences. In fairness to all students, behaviors that create distractions in school will be clearly communicated, with the goal of making our school great, and providing students with the best chances for happiness & success.*

## **2. Are there any really “big things” that will get me in the most trouble?**

*There are behaviors that are disrespectful or disruptive to our community. You may not engage in these behaviors under any circumstances. If you engage in any of these behaviors, you will receive a disciplinary consequence including being suspended from school for five days, and could possibly receive a Superintendent’s Hearing. At a Superintendent’s Hearing, you could be suspended for longer than five days. The suspension you could get is based on the severity of the incident and your prior disciplinary record. Your behavior may also prevent you from attending some of the school field trips or activities.*

### **THESE BEHAVIORS INCLUDE, BUT ARE NOT LIMITED TO:**

- **Fighting**- *If you act aggressively toward another student by pushing, hitting, choking, kicking, or wrestling, either as the person who starts the fight, or the person that retaliates, it is considered fighting. You are expected to avoid fighting at all costs. Play fighting is not acceptable.*
- **Insubordination** - *Not following simple and/or reasonable requests by adults, being disrespectful and using inappropriate language is not acceptable.*
- **Bullying/Threats/Harassment** - *Bullying, harassment, or using threatening language is a form of violence.*
- **Possession of a Weapon**- *Carrying any weapon or an item appearing as a weapon in school is strictly prohibited.*
- **Theft/Stealing**- *Taking a person’s or the school’s property without their permission.*

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- **Vandalism**- *The destruction of other's property, including the property of students, building professionals, and the school.*
- **Using, Possessing, Distributing or Selling Drugs or Alcohol in school** - *Using, possessing, or distributing any type of substance is strictly forbidden and will result in suspension and notification of the law enforcement.*
- **Engaging in any degree of sexual activity in the school building** - *Anything inappropriate in the context of sexual nature is prohibited.*
- **Using an electronic device to film other students, staff, or other school events without permission.** - *Sharing any of this content is also strictly prohibited.*

### **3. What about using my cell phone and headphones?**

Students may not have cell phones or personal electronic devices turned on or have them on their person during school hours (devices must be stored in their backpacks/lockers). Administrative disciplinary action for cell phone possession/usage is as follows:

**1st violation** – Confiscation of cell phone/electronic device; letter and/or telephone call home from office; student may pick up phone/device from Main office at dismissal.

**2nd violation** – Confiscation of cell phone/electronic device; letter and/or telephone call home from office; parent must pick up cell phone/device from Main office; student will be assigned two days of lunch detention.

**3rd violation** – Confiscation of cell phone/electronic device; letter and telephone call home; parent must pick up phone/device from Main office; student will be assigned 5 days of lunch detention.

**Beyond 3rd Offense**- Confiscation of cell phone/electronic device; letter and/or phone call home; parent must pick up phone/device from Main office: student will serve 5 days of lunch detention. Arrangements will be made with the parents so that the student no longer has the device during the school day.

*Please be advised that further consequences will be assigned for additional violations and may include suspensions.*

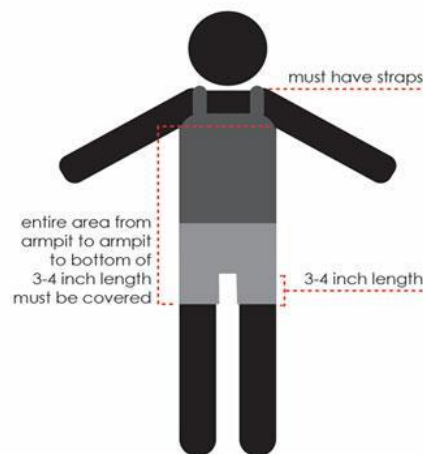
#### 4. What about wearing a hat or hood up during school?

Students may not wear headwear during school hours. The only exception to this is students wearing religious headwear. Please put all headgear in your locker when the day begins and all hoods should be off your head during school hours.

#### 5. Is there a dress code?

Yes, there is a dress code!

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps (minimum to cover undergarments). Rips or tears in clothing should be lower than 3 to 4 inches in length.
- Shoes must be worn at all times and should be safe for the school environment.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- Students are not permitted to wear items that are vulgar or denigrate others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex.
- Clothing/accessories may not promote and/or endorse the use of weapons or illegal substances.



*Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item of clothing. Any student who refuses to do so shall be subject to disciplinary action up to and including in-school suspension for the day. Students should also not wear or bring blankets.*



**Link to Sweet Home Code of Conduct:**

<https://drive.google.com/drive/folders/1BFFFoZOdaJIh2q8zE1l2LqiotxjOiVJv?usp=sharing>

**PROBLEMS & CONFLICTS**

**1. What should I do if I am experiencing trouble or a problem and how do I respond to school professionals in the building?**

- An important job of the School Professionals in the building is to help monitor student behavior to help maintain a healthy school environment. It is important to seek out a School Professional that you trust so that you can communicate your needs.
- Any School Professional may reasonably ask any student to do something or redirect behaviors that distract the learning environment.
- Do not respond negatively to the reasonable requests of the School Professionals.
- If you have questions about any rules or requests by School Professionals, please see your assigned administrator. The School Professionals have been asked to ensure that the school rules are followed to create a school environment we can all be proud of.

**2. Where can I go if I am having a problem with another student?**

- The Professionals at Sweet Home are committed to making your experience and school positive and productive. If you are experiencing a problem that is making you uncomfortable, no matter how small, it is important to seek out a School Professional or counselor that you trust. Alerting a Professional is an important first step to trying to work through problems and conflicts. Sometimes, taking time to cool down, or asking a School Professional for advice can help you to rethink the situation, or use problem-solving skills. Teachers, Counselors, and Administrators are all people you can reach out to for assistance.

<b>MIDDLE SCHOOL ADMINISTRATIVE TEAM</b>	
Ms. Marissa Dauria -Principal	mdauria@sweethomeschools.org
Mrs. Nataša Popović -Assistant Principal	npopovic@sweethomeschools.org

*Raise your standards and the world will meet you there.*



Mr. Alex Walker -Dean of Students	awalker@sweethomeschools.org
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<b>MIDDLE SCHOOL COUNSELING TEAM</b>
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Megan Hamm (Social Worker)	mhamm@sweethomeschools.org
Laci Cristofanelli (School Psychologist)	lcristofanelli@sweethomeschools.org
Cheryl Palmer (Counselor 8th grade)	cpalmer@sweethomeschools.org
Brandon Woods (Counselor 6th grade)	bwoods@sweethomeschools.org
Morgan Wiacek (Counselor 7th grade)	mmessineo@sweethomeschools.org



## Sweet Home Middle School Bell Schedule 2024-25

Time	Period
9:00	Doors open
9:07	Warning Bell
9:10	Final Bell
9:12	PA Announcements/Attendance
9:15-9:35	1a
9:35-9:55	1b
9:55-10:00	Morning Show - 1st period
10:03-10:23	2a
10:23-10:43	2b
10:46-11:06	3a
11:06-11:26	3b
11:29-11:49	4a-Lunch 1a- Grade 8
11:49-12:09	4b-Lunch 1b- Grade 8
12:12-12:32	5a-Lunch 2a- Grade 6
12:32-12:52	5b-Lunch 2b- Grade 6
12:55-1:15	6a-Lunch 3a- Grade 7
1:15-1:35	6b-Lunch 3b- Grade 7
1:38-1:58	7a
1:58-2:18	7b
2:21-2:41	8a
2:41-3:01	8b
3:04-3:24	9a
3:24-3:45	9b/dismissal
4:25	Late Bus

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