



Quick Guide for Middle School Students 2022-2023

The student experience at Sweet Home Middle School is centered upon the core values defined in the 7 Habits. These 7 Habits are designed to challenge students to become thoughtful lifelong learners that 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 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

Build Yourself, Build Your Team, Build Your Community



Student Habits for Success

Attendance (Prompt & Prepared)

Students that develop good habits with daily attendance maximize their opportunity for growth and learning. The willingness to grow and learn is a trait of successful lifelong learners.

Be Prompt- Regular Attendance is an important commitment to ensure that students maximize their abilities to keep up with classroom routines. The difficulties of learning become even more challenging when students miss classes. It is the responsibility of students to be present for school.

Be On Time- The organization of the classroom is maximized when all students are on time for class. Teachers work hard to plan lessons, deliver instruction, and perform meaningful assessments. It is the responsibility of students to be on time for classes to maximize opportunities to grow and learn.

Be Prepared- Preparation leads to efficiency. Prepared students are in a position to make the most of every learning opportunity. Preparation is reading, studying, and having all of the materials required by the instructor. It is the responsibility of students to be prepared for class.

Academics (Productive)

Students that develop good habits in the skills required to learn put themselves in the best position to succeed academically. Making a personal decision to accept the responsibilities of becoming a lifelong learner helps to prepare for challenges of the future.

Be Attentive to instruction- Being focused on instruction, and the explanation of tasks and responsibilities of each class is essential to developing an understanding of the learning goals and expectations. Attentive students are focused on instruction without distraction. (unrelated talk, unrelated use of technology, lack of listening skills)

Be Engaged in the class- Engaged students are fully committed and on task with the learning goal associated with the class. Engaged students are mindful of due dates, and understand the work that needs to be completed for the class. Engaged students ask questions when there is misunderstanding.

Be Energetic & and Develop your Work Ethic- Students that actively participate in the class increase their chances of developing a high level of proficiency and understanding. Displaying positive energy and having a commitment to learn and grow enhance your abilities to succeed.

Behavior (Professional)

Positive Behaviors create an environment that promotes learning, understanding, safety, and allows for problems to be solved in productive ways.

Be Respectful- Develop *quality relationships* with your peers and adult professionals. Use *positive words*, display a *positive attitude*, perform *positive actions*, and form *positive associations* with peers and role models that challenge you to be at your best.

Be Responsible- Be accountable and take responsibility for being a good citizen in school and in our school community. Be mindful of rules designed to ensure a high quality learning environment. Make good decisions.

Be Safe- Be accountable and take responsibility for being a good citizen in school and in our school community. Be mindful of rules designed to ensure a high quality learning environment. Make good decisions.

Raise your standards and the world will meet you there.



Daily Procedures for Students

Welcome to the 2022-23 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 that our drivers can stay on schedule. Proper bus etiquette includes: remaining in your seats, using respectful language at an appropriate volume, and following your drivers instructions.*
- *All buses will drop off students at door 1, 2, 3, and 4 (Main Entrances) between 8:55 - 9:05 a.m. where students will enter the building to take breakfast from grab-and-go carts and report to their homeroom (first period class).*
- *Walkers and bikers will enter at door 2.*
- *Parent Drop-Off will be located at door 3. No students can be dropped off before 8:55 a.m.*
- *Drop Off Map Flap*
 - 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 9:15 a.m. you must register with the front desk located inside of Door #1.*

3. Breakfast

- *Breakfast will be available on carts as students enter the building.*
- *Food cannot be opened while walking in hallways.*
- *Once students take their breakfast, they will move to their homeroom.*

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4. *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 Homeroom 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 250-1452.*
- *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 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 and dismissal.*

2. *Passes*

- *Each classroom will be designated two passes for the bathroom. When you need to visit a teacher, nurse or other area of the school, you must receive a hard copy pass from your teacher.*

3. *Classrooms*

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- *Be in your classroom when the bell rings **(Prompt)**.*
- *Be **(Prepared)** for class. Make sure you thoughtfully plan on having all the materials you need to perform the classroom tasks **(Productive)**.*
- *Know and respect your teacher's routines/ expectations for the start of class **(Professional)**.*
- *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. Remember....3 minutes! 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 their seat. Follow the routines and instructions of your classroom teacher.*

4. Study Halls

- *Study Halls, when used the right way, can be a great opportunity to get organized or catch up on school work. If you are scheduled in a study hall, it is important to respect others around you by using indoor voices and helping to create a space where people can feel comfortable while focusing on their work. As a **(prepared)** student, there is always something for you to do and not disturb other students' learning process.*
 - *8th grade only Study Hall Guidelines:*
 - https://docs.google.com/document/d/1km8U_7MOEG-7q2PsN3Df4MBSOR_6U9relKCVivnhZfQ/edit?usp=sharing

5. Bathrooms

- *Students will be permitted to use the bathrooms during lunches, study halls, and class when necessary. Bathrooms will be closed during passing time. You have to have a pass in order to go to the bathroom.*
 - *Only 2 students at a time will be permitted to use the bathroom during lunch periods*
- *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.*



6. 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.*

7. 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 10th 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”***

At Sweet Home, we believe that preparation for the future comes from doing your best in school, and striving to become the best person you can be. Therefore, the professionals at our school will be working with students so they can be successful in the areas of attendance, academics and behavior. Expectations in the classroom and school are clearly communicated, and our students have a responsibility to help create a positive culture and learning environment.

RESPECT, RESPONSIBILITY & SAFETY are at the **CORE** of expectations for student behavior.

You are expected to meet and exceed ***“The STANDARD”*** of 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?

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1. What will happen if I choose not to meet *The Standard*?

- *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 to provide 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.*

THESE BEHAVIORS INCLUDE, BUT ARE NOT LIMITED TO:

- **Fighting**- *If you act aggressively toward another student by pushing, hitting, choking, kicking, 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.*
- **Bullying/Threats**- *Bullying or using threatening language is a form of violence.*
- **Possession of a Weapon**- *Carrying any weapon in school is strictly prohibited.*
- **Theft/Stealing**- *Taking a person’s or the school’s property without their permission.*



- **Vandalism**- *The destruction of others 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.**

3. What about using my cell phone?

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?

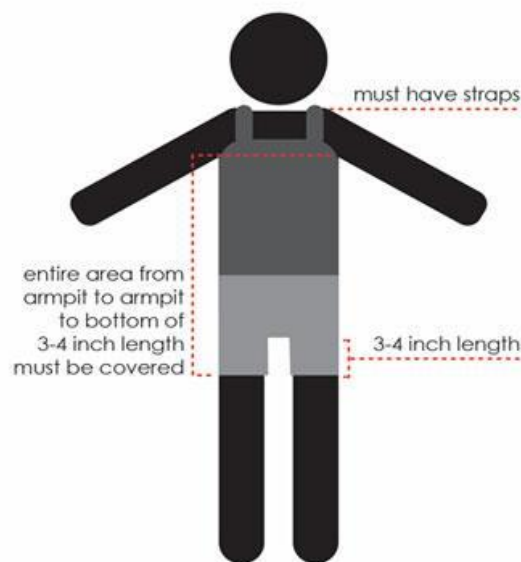


Students may not wear headwear during school hours. The only exception to this is students wearing religious headwear. Please put all headgear in your locker when the day begins and all hoods should be off your head during school hours.

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 meet 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,



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.



Link to Sweet Home Code of Conduct:

<https://drive.google.com/drive/folders/1t-QLCxnTEvg-GCX16TELIzDfLUM3C-II?usp=s>
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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.

MIDDLE SCHOOL ADMINISTRATIVE TEAM	
Ms. Marissa Dauria -Principal	mdauria@sweethomeschools.org
Mrs. Nataša Popović -Assistant Principal	npopovic@sweethomeschools.org
Mr. Alex Walker -Dean of Students	awalker@sweethomeschools.org



MIDDLE SCHOOL COUNSELING TEAM

Amanda Cruz (Social Worker)	acruz@sweethomeschools.org
Laci Cristofanelli (School Psychologist)	lcristofanelli@sweethomeschools.org
Cheryl Palmer (Counselor 6th grade)	cpalmer@sweethomeschools.org
Brandon Woods (Counselor 7th grade)	bwoods@sweethomeschools.org
Morgan Messineo (Counselor 8th grade)	mmessineo@sweethomeschools.org

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Sweet Home Middle School Master Schedule 2022-23

Period	Time
HR	8:55-9:15
1a-1b	9:18-9:35
	9:37-9:54
2a-2b	9:57-10:14
	10:16-10:33
3a-3b	10:36-10:53
	10:55-11:12
4a-4b GR 8 LUNCH	11:15-11:32
	11:34-11:51
5a-5b GR 6 LUNCH	11:54-12:11
	12:13-12:30
6a-6b GR 7 LUNCH	12:33-12:50
	12:52-1:09
7a-7b	1:12-1:29
	1:31-1:48
8a-8b	1:51-2:08
	2:10-2:27
9a-9b	2:30-2:47
	2:49-3:06
10a-10b	3:09-3:26

Transportation:

	Staging Time	Departure Time
Late Run only T, W and Th	4:35	4:40

Starting approximately the 3rd week of school

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