Dear SMS Families,

Welcome back! We are excited to begin the 2020-21 school year and to be working again with our students either virtually through MyPCS or on campus. Our theme for the school year is TOGETHER WE ACHIEVE GREATNESS! The first day for students is August 24th and school hours are 9:40 am – 4:10 pm.

The information in this packet serves as a guide to assist our families with school processes, expectations, and programs. The First Day Student Packet was also emailed to SMS families. There are three important forms in the packet that must be returned to the school: Student Clinic Card, K-12 Student Registration Form, and the Media Release Form. You will also find information about the SMS PTSA and volunteering opportunities. Families have the option to electronically complete PCS forms by visiting https://www.pcsb.org/Page/33840.

On August 27th, the car line will be open for families to drop off paperwork in a drop-box from 6:00 pm to 7:30 pm and for MyPCS students to pick up their agenda books. Copies of the forms will also be available to families. Students attending school in-person will receive agendas and first day packets at school.

I am asking that parents review the information in the letter with their student(s) concerning school processes and expectations. The safety of students is our number one priority. While learning will look different this school year, our high Seminole Middle School Guidelines for Success will be in place for all students.

Maintaining healthy school-to-home communication is an integral component to the success of our students. We ask that our families frequently visit the Seminole Middle School Website https://www.pcsb.org/seminole-ms and Facebook page www.facebook.com/SeminoleHawks for timely and pertinent school information. It is also important to keep your contact information updated on Parent Portal so you receive the weekly school call and email.
The Seminole Middle School Virtual Back-to-School-Night will be posted on our website and Facebook page the week of August 10th. The video will provide students with a school tour, review processes, and staff members will share important information. The Sixth Grade Orientation and Leadership Academy Preview will also be posted.

To help promote school pride and spirit, we will have numerous fun and engaging activities online for all students to help keep us united as a robust learning community.

It is critical that all students learning through MyPCS have a computer with a camera. To learn more about MyPCS, visit www.pcsb.org/mypcsonline. Please contact the school if you require assistance. I am excited to announce that Seminole Middle School will be part of a new district initiative that provides all students with a new two-in-one laptop computer that they will bring between school and home. Distribution of the new computers will begin in early September.

I would like to thank our parents and community partners for their exceptional support of Seminole Middle School during these unprecedented times. Parent support has always been a strength of our school! We are committed to providing all students with exceptional learning experiences and look forward to strengthening the school-to-home partnership. If we can provide any assistance, please call us at 727-547-4520.

Sincerely,

Michael P. Moss
Michael Moss, Principal
Important Changes for the 2020-21 School Year

• All students and staff will be wearing masks in all areas of the building.
• All visitors on campus must complete a questionnaire on their health prior to entering the building. There will be limited access to the campus for visitors.
• Hall and PE lockers will not be issued to students. Students can bring backpacks to class.
• All students will be issued a new two-in-one laptop computer (early-mid September) to bring between school and home.
• Students are allowed to bring their current school issued laptop to school each day and are allowed to bring a personal laptop after completing the PCS Bring Your Own Device Form.
• Students are encouraged to bring filled standard water bottles each day.
• Students are encouraged to bring hand sanitizer with them.
• The cafeteria has been adapted and tables spread out for social distancing.
• Hand sanitizer and disinfectants will be in every classroom and rooms will be thoroughly cleaned/disinfected daily.
• Classrooms have been set up to minimum furniture to allow for maximum student spacing and social distancing.
• Halls have been set up for one-way traffic.
• “A” and “B” schedules will be used to help limit the number of students in the halls.
• Students are not to be on campus prior to 9:20 am each day. The gate to the car line will open at 9:20 am.
• Dismissal will be staggered between 4:04 – 4:10 pm.
• Clubs will still meet but will be virtual until further notice.
• Middle School sports are currently on hold.
• There will be no family events held on campus for the first grading quarter.
• PTSA and SAC meetings will be held virtually.
• There will be no field trips until further notice.
• Canvas will be used as a new online platform to support teaching and learning for students enrolled in MyPCS and attending school in-person.

The attached slides review school safety protocols.

During the first week of school, students will be instructed on the school processes and expectations.
All students must wear a mask while on school grounds (both inside and outside of the building). The only exception is if an adult allows for a mask break.

All students must social distance while on school grounds (both inside and outside of the building).
Masks Worn by All!

Hand Sanitizing Stations Installed Across Campus
Arrival Procedures

➢ Students allowed on campus at 9:20 am
➢ Gate in care circle opened at this time and walkers/bike riders are allowed on campus
➢ Students must wear a mask when stepping on campus
➢ Bell rings at 9:35 am for students to report to class
➢ Breakfast “To-Go” opens at 9:20 am and will be served in the cafeteria
➢ Students waiting in the car/bus circle will be required to social distance and wear a mask

Hallway Procedures

One-way traffic – stay on the right hand side when traveling in the halls.
Hallway Procedures

➢ Tape designating traffic patterns present in the main halls creating one-ways
➢ Staggered dismissal during class changes using “A” and “B” schedule – 30 second difference
➢ Students must wear masks
➢ Four-minute passing time
➢ Students report directly to their class
Lunchroom Procedures

➢ Students wear masks while in line following social distancing procedures
➢ Tables will be called up to the lunch line. No more than 10 students in a line at once.
➢ Two students per bench – sit on a dot
➢ Students can remove masks while eating
➢ Will keep three lunches
➢ When students arrive in the cafeteria they will file in per class to sit in their assigned seats – seating charts maintained
➢ Students must remain seated and not walk around or change seats
All Students Sit on a Colored Dot

Social Distancing in the Cafeteria Line
Classroom Procedures

➢ Desks and tables spread out
➢ Cleaning kits and sanitizer provided to classes
➢ Student and teacher movement reduced
➢ Reduced paperwork
➢ Utilize Canvas as a learning platform
➢ Students and staff wear masks
➢ Social distancing strictly enforced
➢ Seating charts utilized

Desks Spread Out in the Classrooms
Dismissal Procedures

➢ Staggered dismissals:  600 Bldg/Portables (4:05 pm); North Hall & 400 (4:07 pm); 500 (4:09 pm); South Hall (4:10 pm)
➢ Use additional exits to avoid congestion
➢ Students socially distance with masks on at bus circle and car circle
➢ Students attending ELP will wear masks/social distance

Items for Students to Bring to School

➢ Backpack with necessary school supplies
➢ Hand Sanitizer
➢ Mask
➢ Water Bottle
➢ Cell phones/electronic devices must be powered off and stored in backpacks
➢ Students can bring laptops to school (personal laptops only approved after PCS Bring Your Own Device Form completed)
The Seminole Middle School Core Character Values and Guidelines for Success

Core Values
Scholarship
Citizenship
Teamwork
Leadership
Respect
Empathy
Service
Integrity
Honesty
Tolerance
Perseverance

HAWKS Guidelines for Success
H – Have Respect
A – Always be Prepared and On Time
W – Will Make Good Choices
K – Keep Focused on Goals
S – Show Responsibility

School Hours
9:40 am – 4:10 pm

8701 131st Street North
Seminole, FL 33776
(727) 547 - 4520
ATTENDANCE

1. For a student absence to be excused, the parent/guardian is requested to call the grade level office each day that their child is absent or send a note to the grade level office upon the return to school.

2. Students who have been absent five (5) days or more in a grading period may be required to bring a doctor’s note for each absence. All work missed during any absence, excused or unexcused, is required to be made up within the same number of days as the length of the absence. An “F” will be recorded for any missing work after that time. Work made up for unexcused absences may be assessed one letter grade penalty. Failure to bring a note by the end of the second day of a student’s return to school will mean the absences are unexcused.

3. Student absences will be excused for illness and death in the immediate family. All other absences to be excused must be approved by the principal at least three (3) days in advance and only will be granted for reasons stated in the Code of Student Conduct. Seminole Middle reviews absences twice monthly in Child Study. After three (3) unexcused absences, students will complete a child study form and return it to his/her guidance counselor. At five (5) unexcused absences a letter will be sent to the parent from the Principal.

4. After arrival on school grounds in the morning, students are not permitted to leave without a permit slip.

5. Permits to Leave: Permits to leave school may be obtained from the grade level office with a note from the parent/guardian before first period. Parent/guardian must sign out the student in the front office and provide proper identification.

BICYCLES

Students must wear a helmet when riding to and from school. Bicycles must be walked on school grounds. All bicycles will be parked in a special parking area that is locked during the school day. Bicycles are to remain parked until dismissal. Locks are required for all bicycles. Students may not loiter in the parking area. Students who fail to follow expectations for bike riders may lose the opportunity to ride their bicycle to Seminole Middle School. Students are not allowed on campus prior to 9:20 am each day.

MOTORIZED VEHICLES

Students are not permitted to park any type of motorized vehicle on the campus of Seminole Middle School.

SKATEBOARDS/SCOOTERS

Students may ride skateboards or scooters to school. They must be stored in the bike or skateboard rack. Skateboards/scooters may not be ridden on campus. Failure to follow these rules will result in a loss of privilege.

STUDENT SUPERVISION

Due to staff supervision, students are not allowed on campus prior to 9:20 am each day and all students are expected to be off campus 10 minutes after the last school bell.

CELLULAR PHONES

A student may possess a cellular telephone on school property provided it is powered off and kept in the backpack. If a student fails to follow this policy, their cell phone will be placed in the front office for the parent to pick-up. Students who continue to disrespect school cell phone expectations may lose the privilege to bring their phones to school or may be required to drop it off in the front or grade level office each morning then pick up at dismissal. If a parent needs to reach their student during school hours, please contact the front office. Students who need to contact their parent during school hours can use the phone in the office.

CAFETERIA PROCEDURES

1. Universal free breakfast is served before school for all students. Breakfast opens at 9:20 am each day and ends at 9:40 am.

2. Only students eating breakfast will be allowed inside the cafeteria. Students must follow social distancing policies.

3. Money may be deposited in school meal accounts before school or online. The cost is $2.50 per lunch, reduced is 40¢.

4. Only bagged lunches from home and meals purchased in the SMS cafeteria are allowed in the lunch area. Parents wishing to eat lunch with their child must sign their child out of school, in the Front Office.

5. All students, whether or not they are eating, must be seated in the cafeteria following social distancing guidelines.
6. After eating, students are responsible for cleaning up their tables and beneath their tables. Faculty on hand will provide trash cans to throw garbage away.

CHANGE OF ADDRESS

Any change of address must be changed by parent/guardian in Parent Focus and reported to the data management technician. A change in phone number during the school year should be reported to the grade level clerk immediately. Each parent should list at least one emergency number (other than the home telephone number). It is critical that all individuals who can sign a student out from school are noted in Focus and on the student’s contact card.

CLINIC

(For Emergency Use Only)

If a student feels ill, they should notify their teacher and they will be sent to the grade level office. A parent or guardian will be called to pick up the student from school. The student will then be called from the grade level office to report directly to the front office when the parent/guardian arrives at school. Clinic personnel cannot dispense aspirin or other medications. Students who must take medication during school hours must have an “Administration of Medication” form on file in the grade level office. All medication to be left in the clinic must be in the original prescription bottle. All school accidents must be reported immediately to the grade level office so that required reports can be completed.

DRESS CODE

Students must dress in accordance with the policy adopted by the Pinellas County School Board found in the Code of Student Conduct. Please refer to Seminole Middle School supplementary dress code process. This is to include but limited to the following:

1. No rips or holes in jeans or shorts that exposes skin above the knee.
2. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be mid-thigh length or longer.
3. Form fitting dresses, bottoms or form fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
4. No low cut, sleeveless and midriff shirts; or crop tops that exposes any skin.
5. No bandanas, bandana print head gear (all colors), sweat bands, hats and head coverings.
6. Clothing with hoods attached can be worn if the hood is not on the head. If a student is in violation of wearing the hood on the head, the student will no longer be permitted to wear clothing with a hood attached.

EMERGENCIES

In case of an emergency of any nature students should remain quiet and should report immediately to the closest teacher at the time. Types of situations that could occur are power disruptions from storms and civil defense emergencies. The key to preventing panic and/or injury in any unforeseen emergencies is total cooperation with school officials.

EXTRACURRICULAR ACTIVITIES

Seminole Middle School offers interscholastic athletics for boys and girls in volleyball, basketball, and track. Cheerleading takes place during the volleyball and basketball seasons. All students trying out for a sport must have a current physical and complete all required paperwork before try-outs begin. Seminole Middle excels in many clubs and recently won local and State awards for their involvement. Please see our website for club listings. Additional clubs and activities will be added as interest develops. All clubs must have a sponsor. At this time, the status of sports are on hold until further notice.

FIELD TRIPS

All field trips must be approved in advance by the principal and supervised by a faculty member. The chaperone/student ratio must be 1 to 10. Chaperones may require Level II clearing. See the Community Liaison for details. Each student must secure written permission from his/her parent or guardian to go. Best behavior is expected from everyone. At this time, field trips are on hold until further notice.

FIRE and ACTIVE ASSAILANT DRILLS

Fire and Active Assailant drills will be held monthly. Specific instructions for fire drill evacuation are posted in each room. Active Assailant drill instructions are given by the staff. At the signal, students are expected to move quickly and quietly to their designated location and remain there until directed by staff that the drill is complete. Students should remain silent and remember that a drill is not completed until further instructions are given by their teacher.
LOCKERS AND LOCKS
Students will not be using hall and PE lockers this school year.

MORNING ANNOUNCEMENTS
Morning announcements are conducted via the TV or Intercom every morning. Everyone is expected to be respectful during the Pledge of Allegiance and announcements. Students are seated, quiet, and listening attentively.

PHYSICAL EDUCATION
Students taking physical education are required to participate. A written note from a doctor is needed to be excused from participation. A general information sheet describing grading policies and department rules and regulations will be given to each student to take home. Students who do not comply shall be subject to progressive discipline consistent with the school’s discipline plan.

PROGRESS REPORTS
Mid-term Progress reports are sent home half way through every grading period.

REPORT CARDS & GRADING
Letter grades on report cards correspond to the following numerical values: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59. “F” is a failing grade. Comments about conduct, work habits, attendance and tardiness are also reported.

SCHOOL BUS PROCEDURES
In accordance with School Board Policy, bus transportation will be provided for students who live at least two miles from school. No other students may ride on the bus. Bus students may only ride on the bus assigned to them. Riding the bus is a privilege. For a list of rules of conduct for students who ride the bus, refer to the Code of Student Conduct. Students will be required to wear masks while riding the school bus.

SCHOOL RESOURCE OFFICER
Seminole Middle School has a School Resource Officer who is employed by the Pinellas County Sheriff’s Department. The School Resource Officer is available to students and parents to answer questions and respond to law enforcement issues.

SCHOOL RULES
The faculty and staff of Seminole Middle School fully support the discipline policies adopted by the School Board and published in the Code of Student Conduct. Every student at Seminole is responsible for knowledge of rights and responsibilities contained in the booklet. We at Seminole Middle School believe that students have the right to learn and teachers have the right to teach. Respect the rights of others and ourselves. Courtesy and respect towards other students and teachers are always expected.

SCHOOL RULES
PENALTIES FOR VIOLATIONS
The following penalties may be employed as necessary by the administration / faculty for violation of school rules and/or the Code of Student Conduct. Other penalties as stated in the Code of Student Conduct may be utilized as deemed appropriate.

1. Lunch Detention - Students may be assigned a detention during their lunch period.
2. Detention - Students may be required, by county policy, to attend detention either before or after school. The teacher or administrator is expected to give twenty-four hour notice to the student verbally or in writing. TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT. If a student misses an assigned detention, he/she will be sent to the grade level office for disciplinary action.
3. In School Suspension (ISS) and Alternative Bell Schedule (ABS) Students may be assigned to the ISS/ABS Room in lieu of an out-of-school suspension. They will continue their regular schoolwork under the supervision of the ISS/ABS Teacher and continue to receive credit for work completed. Students who are disruptive in the ISS/ABS Room may be suspended out of school and possibly return to the ISS/ABS Room after serving the suspension.
4. Out of School Suspension (OSS) A student may be suspended for infractions of school rules.
5. Expulsion - The School Board may expel a student for serious or chronic violations of school rules. While under a suspension or expulsion, students are not allowed on school property, nor are they allowed to participate in, or attend, any
school activity. Students may resume participation after being reinstated in school. Under special circumstances, with the approval of the principal, a student may be barred from participating in an activity beyond the suspension period.

6. Smoking within 1,000 feet of a school is illegal and will be enforced by law enforcement officials.

**STUDENT-LED CONFERENCES**

A student-led conference is a conference with parents and teachers that are led by the student. Students use an agenda to lead parents and teachers though a discussion of their work, establish academic and social goals, and leave the meeting with an action plan for success. The purpose of this process is to create a partnership with families and Seminole Middle School and give the students a voice in their education.

**TARDIES**

Students are expected to be in class on time. Classroom doors will be locked at each bell. Students in the hallway after the late bell will be escorted to the office to receive a tardy slip to class. Students accumulating excessive tardies will be assigned detention or in-school suspension. A parent conference or home visit by the school’s social worker may also be requested.

***** All students are required to follow school social distancing expectations and facial covering requirements due to COVID-19. Failure to follow expectations creates a safety concern and the student will be assigned to MyPCS online learning.