

IMPORTANT CALENDAR DATES

2020

- August 24..... All schools open.
- September 7..... Labor Day
- October 23..... End of first quarter.
- October 26..... Non-student
- November 23..... Thanksgiving Holiday
Through November 27
- December 21, 2019 Winter Holiday
Through January 1, 2021

2021

- January 15..... End of first semester.
- January 18..... Martin Luther King, Jr. Day
Holiday
- January 19..... Non-student day
- January 20..... Second Semester Begins
- February 15 Non-Student Day
- March 15 Spring Holidays
Through March 19
- March 31..... End of Third Quarter
- April 1 and 2..... Non-Student Days
- May 31..... Memorial Day Holiday
- June 9..... Last day for all students

Safety Harbor Middle School



SEAHAWKS SOAR!

SAFETY HARBOR MIDDLE SCHOOL

**PARENT AND STUDENT
HANDBOOK/CALENDAR**

2020– 2021 SCHOOL YEAR

Principal's Message

Welcome to the 2020-2021 school year! I am looking forward to another fantastic, albeit different, school year with our Safety Harbor Family. Safety Harbor has some of the very best teachers in Pinellas County and we will continue to provide the highest quality instruction and environment for your students, whether that be if your child is starting the year in person or virtually. I truly believe that this will be one of the most successful years ever at SHMS, if we all can work together as a community and support each other. We are Seahawk Strong!

This Parent/Student Handbook has been designed to give you a quick list of answers to questions which may arise concerning Safety Harbor Middle School's operational policies. Awareness of these policies and procedures will encourage understanding and assist you in knowing practices to follow for our students' benefit. Our 2020-2021 Student/Parent Calendar is posted on our website for your reference. Updates will be sent home in the weekly School Messenger announcement, posted on the website and our social media outlets.

The Pinellas County School Board Code of Student Conduct contains policy regarding disciplinary procedures in our schools. Please refer to this document to become aware of parental and student responsibilities in the school community.

Should you ever desire an answer to a question not addressed in this handbook, Code of Conduct or school newsletter, please call the school. We are most willing to provide you with accurate and up to date information. Our phone number is 724-1400. We are looking forward to your support and active involvement in your child's education.

Danny Boulieris, Principal



Arrival and Dismissal:

Student Hours:

9:40-4:10

Students should not be dropped off more than 30 minutes before the start of the school day and must be picked up no later than 30 minutes after the end of the school day.

Morning Traffic

Buses will enter and exit from 1st Ave on the south side of the school

Cars will enter the drive at the SW corner of the campus (7th Street and 3rd Ave.). Cars will drive northward, from this gate, around the north side of the building to the front and on to the front porch. After students are dropped off, cars will proceed out the same way.

Bike riders and walkers living east of the school (to and from Friendship Court, Ridgcroft Lane or Duval Court) will use the crossing guard at Ridgcroft Lane and 1st Ave., in front of the school. Bike riders and walkers living north of the school will use the crossing guard at Marshall Street and 1st Ave. They must enter and exit the school campus using the sidewalk between the pond and the driveway. Bike riders and walkers living south of the school must enter and exit the school campus at 7th street and 3rd Ave. Bike compounds are located on the NE and SW sides of the building.

****7th and 8th Grade walkers/car riders will be dropped off and picked up at the doors on the north end of the school (by the teacher parking lot). 6th grade walkers/car riders will be dropped off and picked up on the front porch**

All students will be lined up and socially distanced at school entrances while waiting for school to begin**

Absences

Students are expected to attend school daily as required by Florida State Law. When it is necessary for your child to be absent, you must call 724-1400 and ask for the grade level clerk to give notice of your child's absence prior to the end of the school day of the absence and/or provide written notification within 48 hours of the child's return to school and/or go to the website to report the absence at

<https://www.pcsb.org/domain/7711>. Otherwise, the absence will be unexcused. It is the responsibility of the parent to ensure the attendance of a child of compulsory school attendance age, as required by law. The parent needs to be aware of district calendar and coordinate trips, vacations and personal business to support attendance on school days.

An absence, tardy or early sign out will be excused if caused by one of the following reasons:

- The student is ill or injured.
- There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- There is a death in the immediate family.
- The student attends religious instruction or there is a religious holiday in the student's own faith.
- The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal.
- Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence.
- The student has a scheduled medical or dental appointment. Students must return to school with a doctor's note when out for an appointment.
- Students having or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard. Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days for each infestation of head lice. Students on field trips and who attend alternative discipline programs are not considered absent.

Pre-arranged absences

To pre-arrange an absence please contact the grade level office. **Teachers are not required to give assignments ahead of time. It is the STUDENT'S responsibility to ask for and complete the make-up work upon returning from the absence.**

Tardies

A student is tardy for first period when the student is not in his or her assigned seat when the bell rings at 9:40 a.m. A tardy is excused only if the student is late for one of the reasons set forth in the previous section. Examples of unexcused tardies include: oversleeping, missing the school bus, shopping trips, pleasure trips, car problems, heavy traffic, returned for forgotten items. Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Tardies will be entered into kiosks at the start of each period.

SHMS Tardy Policy

1st- Written Warning

2nd- Written Warning

3rd- Written Warning

4th- Written Warning

5th-Guidance Referral

6th-After School Detention

7th-Referred to AP/Excluded from next PBIS event

8th-After School Detention

9th-Tardy Contract (EOY Events)

*Tardies will reset on the first day of each month.



Early Release:

If a student must be picked up early from school for any reason, the student must bring a note stating the time and nature of the dismissal to the grade level secretary before first period. **A parent or guardian must come to the front office and show proof of identity in order to pick up a student from school.** Any person picking up a student from school must be listed as contact on the Clinic Card. Students will NOT be released to people not on the card. A yellow Permit to Leave form will be sent to the classroom so that your student can be dismissed. Students will not be dismissed from class until a parent is in the office and has properly identified themselves.

PLEASE NOTE THE EARLY RELEASE PROCEDURE:

All parent sign-outs for EARLY RELEASE of students must be completed before 3:45pm.

If your child has an appointment or other obligation, you will need to be at the front office with your legal ID before 3:45 pm.

This procedure will facilitate the Early Release process for safety and security of our students and will assist in expediting the afternoon car circle movement.

Make Up Work

Make-up work for credit and grade is allowed for all excused absences. It is the student's responsibility to get the missed work. A parent may request assignments for a student AFTER the student's third consecutive day of absence. The number of days allowed to make up the work shall be the same as the number days the student was absent. Students may also make up work if the absence is unexcused.

It is the responsibility of the principal to maintain an attendance record which shows the absence or attendance of each child enrolled for each school day of the year. When a student accumulates five (5) absences during a grading period, other than out-of-school suspensions, whether excused or unexcused, school personnel shall make a good faith effort to contact the parent by telephone to discuss the reason for the absences and shall document such contact. A letter shall be sent to the parent or guardian and a referral will be made to the school's Child Study Team for a student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.



Bully Prevention

Safety Harbor Middle School's bully prevention goal is to ensure that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. Our SOAR Expectations apply to bullying prevention in the following ways:

1. Respect yourself, others and our school by using caring words and actions and speaking up when others do not.
2. When you have conflict with someone, take responsibility for your actions by stopping yourself if you are reacting or out of control.
3. Be honest about any bullying that you see or know about.
4. Motivate yourself to be a part of the caring majority.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to: teasing; social exclusion; threat; intimidation; stalking; cyber stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

An easy way to determine if something is bullying is to look for three things that are generally present in a bullying situation: repeated behavior (although it may be the first time you heard about or witnessed the behavior), imbalance of power between the person who is bullying and the victim, and/or intent to harm (either physically or emotionally).

Harassment is defined as any threatening, insulting, or dehumanizing gesture; use of data or computer software or written, verbal or physical conduct directed against a student or employee that: places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

All school employees are required to report alleged violations of our bully prevention policy to the Guidance Counselor or

Assistant Principal. The staff person will initiate an investigation of all complaints of bullying or harassment. All bullying reports, whether substantiated or not, are reported to the school board attorney's office. To report a bullying issue call the school or go to www.p3tips.com.



Cafeteria

Breakfast

Price: Free

Lunch

Price: \$2.75

Free and Reduced: Free

Students can pre-pay for lunch or a la carte items by bringing in a check payable to the SHMS cafeteria. The student's name should be printed on the check.

Students who qualify for free/reduced lunch will need to complete their application for 20/21 online within 10 school days of the start of the new year.

Students will have a 30 minute lunch period. **A student's lunch period will be influenced by his/her schedule and may not be the lunch shared by that grade level.**

****WE ARE STARTING THE SCHOOL YEAR WITH 4 LUNCHESES TO ENSURE SOCIAL DISTANCING DURING LUNCH PERIODS. STUDENTS WILL BE TWO TO A BENCH, DISTANCED SAFELY****

Campus Security

Safety Harbor Middle School is a closed campus for the security of all our students and staff. Since the campus is locked and staff members are stationed for arrival and dismissal duty, students will be very safe walking to class. Any parent on campus for any reason will need to enter through the front office and sign in at the front office. All visitors **MUST SHOW PICTURE ID** at sign in. This includes parents who have appointments for conferences with their child's teacher before or after school. All parents and other visitors will receive a school visitor badge when they check in at the front office. You **MUST** wear a school visitor badge while on campus.



Clinic/Medical Concerns

Will every school have a full-time nurse on staff every day?

Every school will be assigned a full-time nurse for the 20/21 school year.

Who will be responsible for monitoring the sick room and well room?

Monitoring of the sick rooms and well rooms will be determined on a school-by-school basis and will consider the school staffing level and the needs of the students attending traditional school. Administrators who have questions or concerns about monitoring these spaces are encouraged to contact School Health Services for support.

Do students need to be six feet apart in the sick- and well-rooms?

Students need to maintain social distancing guidelines in both the sick- and well-rooms.

What will happen to sick students whose parents are not able to pick them up from school?

As was the pre-COVID-19 way of work, school and administrative staff will work with the individual family on ensuring that ill students are picked up in a timely manner. Families will be strongly encouraged to make back-up plans for pick up and provide multiple people for contact. No ill student will be sent home on a school bus or sent to an after-care program

Clinic Cards

A yellow clinic card, which is completed and signed by a parent, is essential for every student. This information provides a means for us to contact parents in the event of illness or accident, and, even more importantly, authorizes emergency medical treatment for a student, should it be necessary. Please look for the yellow clinic card to be brought home during the first days of school. Be sure to complete it and return it to the school.

Medications at School

For all medication taken at school by students, we must have both parent and physician permission. Please contact grade level clerks to obtain necessary paperwork. Students are **NOT** allowed to carry Over the Counter medications for **ANY** reason.

Immunizations

Students entering Safety Harbor Middle will need to show proof of having received the following immunizations to begin school in August:

Hepatitis B Series – 6th, 7th, 8th

Measles Booster – 6th, 7th, 8th

Tetanus-Diphtheria Booster – 7th & 8th

Vericella vaccine (Chickenpox) - 7th & 8th

School Insurance

It is mandatory that all middle school and high school students participating in an interscholastic sport (including cheerleading, volleyball, basketball, and track) purchase school insurance. No student will be allowed to try out or practice without first purchasing this insurance at least 2 days prior to practice/tryouts. Cost of school-time coverage: begins at \$8.00 for high option. Students will receive brochures for this insurance on the first day of school.

Vision/Hearing Screening

All 6th graders and students new to Pinellas County will participate in the vision/hearing screening during the year.

Conferences

We encourage all parents to attend our parent learning opportunities. In addition, conferences may be requested by the teacher or the parent. Please make a sincere effort to accept invitations to conferences and to seek conferences when you feel there is a need. If you need to request a conference with a specific teacher, please email the teacher directly. If you need a general conference call the front office at 724-1400 and ask for the grade level guidance counselor. Remember, there does not necessarily have to be a problem for a conference. Discussions with the teacher regarding your child's academic excellence are also recommended. All conferences must be scheduled in advance (at least a 24 hour notice) with the appropriate teacher(s) or staff member(s). Parents will not be allowed to go to classrooms unannounced for parent conferences. Teachers may only conference with stepparents with written permission of the custodial parent or in the presence of the custodial parent. Conferences are scheduled on Tuesday and Thursday mornings before school.

*****Conferences will be done via the phone or virtually until further notice*****

Cell Phone/Electronics Policy

Personal electronics devices such as cell phones, iPods, AirPods, headphones, etc. are not allowed to be out. Students must keep these devices in their pocket or backpack or they may be taken by staff.

Dress Code

SHMS will follow the Pinellas County Schools Dress Code as outlined on in Section IV of the Code of Conduct.

<https://www.pcsb.org/dresscode>

For the first half of the 20/21 school year PE students will not have locker room access, so it is important if your child is in PE that they wear comfortable clothes that they can be active in.

SHMS administration has the final determination in dress code decisions.

Masks

Do students need to wear masks the entire time they are in class?

Yes. Teachers should build in mask breaks, as needed.

Do students wear mask in bathroom and hallways?

Yes.

What happens if a student refuses to wear a mask or has to constantly be reminded?

Students who do not wear a mask when it is required (or refuse to do so), should first be reeducated on the importance of wearing a mask. If after the reeducation occurs, they still do not comply, the students' administrator should be contacted. Not wearing a mask when it is required is not a discipline referral but is a health and safety concern. Administrators will contact the parent/guardian for support. If the refusal continues, the principal must contact the area superintendent/chief to discuss options which will include administrative placement into one of the other learning options (MyPCS Online or Pinellas Virtual School). This placement is a non-discipline placement and is based on the health and safety needs of all students and staff.

If a student shows up to class without a mask, will a mask be provided?

Schools will have an additional supply of masks to provide to students should they need a new one.

May students wear their own masks or shields instead of the ones provided by the district?

Students and teachers may wear their own face masks, provided that the masks meet the current dress code standards as outlined in School Board Policy. Face shields are not to be worn as an alternative to face masks.



House Concept

Each grade level has an administrator, a counselor, and a clerk in the grade level office. If you have a question regarding your child and you are unsure who to ask for, please call the grade level secretary, and she will direct you to the appropriate administrator or counselor to assist you. The following personnel are located in the grade level offices:

Grade Six

Sarah Williamson, AP

Eartha Mims, Counselor

Melissa Pasquali, Secretary

Grade Seven

Toni Powers, AP

Elizabeth Ryczek, Counselor

Felicia Shaw, Secretary

Grade Eight

Matthew Miller, AP

Janice Mikolajczak, Counselor

Sheila Johnson, Secretary

Gum Chewing

Gum chewing is prohibited at all times. We wish to prevent possible accidents and preserve the beauty of our facility.

Homework Policy

The staff at Safety Harbor Middle School believes that homework is an important part of a student's education. We support the assignment of meaningful homework which reinforces work in the classroom. The nature of homework, the frequency of homework and the weight of homework on the students' grades will be determined by the individual teachers. Parents having questions about homework are encouraged to contact teachers.

***GO
Seahawks!***



Lockers/Lockers

Lockers (Hall and PE) will not be used, for at least, the first half of the 20/21 school year. Students are to carry their items to each class in a backpack or a binder.

Phone messages/Newsletters/Notices

Stay tuned for up to date information on school events, procedural reminders, and points of pride in phone messages throughout the year. School newsletters and special notices are sent home with the students. School newsletters are also maintained on the school's website. Parents are requested to review the newsletters and notices to keep informed of the happenings at school. Please ask your children to share them with you as soon as they receive them.

In addition, an email and phone message will be sent out by the administration team every Friday evening with important upcoming reminders, events, and other information for the upcoming week.

Positive Behavior Support – SOAR

It is the goal of Safety Harbor Middle School to help students develop the self-discipline necessary to be successful in the school and community. We follow the Pinellas County Code of Student Conduct (a copy is given to each student) and the procedures outlined on the School Bus Incident Report. In addition, Safety Harbor Middle School is now a PBS school that rewards positive behavior based on students meeting the school-wide expectations for success.

The school-wide expectations for success will be explicitly taught to students throughout the first few weeks of school. These expectations will be posted in every classroom and in all commons areas around campus..

SOAR means:

S – Safe Actions

O – Organize Your Life

A – Always Do Your Best

R – Respect Yourself and Others

All staff members will award students Seahawk Bucks based on random, successful demonstration of the expectations. Students will be able to use their Seahawk Bucks to purchase classroom and school-wide incentives.

ALL staff members will participate in the distribution of Seahawk Bucks..

The Safety Harbor Middle SOAR program is modeled around the research based Positive Behavior Support Program from University of South Florida. This research based program has proven that students who are rewarded for positive behaviors perform better in school and that this focus on positive behavior leads to better student achievement.

INTERVENTION / INCENTIVE PROGRAMS AT SAFETY HARBOR MIDDLE SCHOOL

ISS – In School Suspension. When a student violates a rule/s of the Code of Conduct the consequence may result in a full or half day of In School Suspension. Students assigned In School Suspension will go to a designated teacher's classroom for the day. They will complete a character lesson as well as any work given to them by their class teachers.

Administrative Detention – When a student violates a rule/s of the Code of Conduct the consequence may be a 45 minute after school detention in the cafeteria from 4:15-4:50.

Excellent Conduct Rewards - Students who earn an E in conduct in all seven classes for a grading period are rewarded with an ice cream party.

Guidance or Administrative Conference - Students meet with guidance counselor to resolve academic problems or conflicts with other students.

Mentor Program - Students in need of assistance with academics or other school-related issues work with an adult volunteer from the community, a high school student or a teacher at the school.

Parent Conference - May be requested by the parent or by teachers/staff to address academic or behavior concerns. A parent conference is sometimes required by an administrator for a student returning from suspension.

Positive Referrals - Students who exhibit a positive attitude or demonstrate a positive change in behavior may receive a positive referral from their teachers.

Principal's List/Honor Roll Parties - Students earning Principal's List qualify for a pizza party and students earning Honor Roll are dismissed from class early to go to a designated area for a free soda or candy. This occurs once each grading period.

Top Seahawk— Once every nine weeks, teachers nominate students to be recognized as Successful Seahawks. These students are recognized for displaying respect and responsibility throughout the school community. Student nominees and their family members are invited to attend the Successful Seahawk Breakfast, hosted by PTSA.

Work Detail - Students involved in misconduct may be assigned work detail before, during and after school to assist with cleaning or yard work at the school. This is assigned with the knowledge of the parent.

NOTIFICATION OF CONDUCT CONCERNS

Teachers **must contact parents** when a student's conduct needs to improve. This should be done as soon as possible in the grading period and may be a telephone call or by sending the Notification of Conduct Concerns form. The purpose of this contact is to give parents time to work with their child in order to improve the conduct to an acceptable level. If the form is not returned with a parent signature, then a phone call should be made. **Students should not earn less than satisfactory grades in**

conduct unless parent contact (via phone, form, email or signed notice in planner) has been made. If a student exhibits behavior problems during the final week of the six weeks, teachers will notify student and parents (via the methods listed above) that unless behavior improves and is maintained for the entire new six weeks, a less than satisfactory conduct grade will result for the new six weeks.

CONDUCT GRADES / PRINCIPAL'S LIST or HONOR ROLL

As part of our School Improvement Plan, we received a waiver from the School Board to change our system of obtaining Principal's List or Honor Roll. Students must earn **satisfactory** or **excellent** in conduct to be placed on the Principal's List or Honor Roll.

CRITERIA FOR CONDUCT GRADES

Follows class and school rules

On task

Follows directions

Cooperates

Shows respect for self and others

ALWAYS = EXCELLENT CONDUCT

USUALLY = SATISFACTORY CONDUCT

Forgets to follow class and school rules

Off task

Doesn't follow directions

Doesn't cooperate

Doesn't show respect for self and others

No improvement after parent contact

SOMETIMES = NEEDS IMPROVEMENT

OFTEN = UNSATISFACTORY

Continued poor conduct after parent contact and referral to Grade Level Administrator

Bus Riders

Students riding Pinellas County School buses to SHMS are expected to follow all district rules regarding bus transportation (See PCS Code of Conduct). Failure to adhere to transportation rules may result in a disciplinary action, including possible bus suspension. **All bus riders will be required to wear masks while on the bus and at the bus stop.**

Parent Focus

SHMS parents have the availability of a program that allows you to check your child's grades and assignments on a website. It's a chance to look at the teachers' grade books online. **Please go any school to get your PORTAL password, making this opportunity available to you.** You will need this to make any address/enrollment changes.

Partners in Education

SHMS is seeking businesses or parents who are willing to form a partnership with the school through a tax-deductible donation of \$150 to a class or specific area of the school. The money you donate goes to classroom supplies which the school or teacher could not normally provide. All of the children in the class you sponsor will benefit from your generosity.

PTSA

The PTSA Board meets monthly in the Production Room. Meetings are to be held virtually until further notice.

PTSA Volunteers

Welcome, all new and returning parents of SHMS students. We'll be counting on you to help out again with our fundraiser which begins in August. Parents are needed to tally sales and count money brought in by students. We will have a room full of help, snacks, and fun! It's a great way to meet other parents and help the school. If you are interested in volunteering, please sign up at the 6th Grade Open House or Back to School Night. Tell your friends!

Visitors/Volunteers

**** No volunteers will be allowed at this time due to COVID-19. This decision will be re-visited at the end of the first quarter.****

Parents are welcome to visit our school at any time. School Board requires that all visitors report to the office before going to any other part of the campus, even for very brief periods of time. Parents must bring a driver's license for the office to scan when signing in. All visitors are required to wear a visitor badge. Visits to classrooms for the purpose of observing the teaching process are by appointment only and should be made at least 24 hours in advance. Parents will not be allowed to have access to the main body of the campus without a pre-arranged appointment or unless they are eating lunch with their child.

Volunteers are welcome and appreciated at Safety Harbor Middle School. As a volunteer you can serve in many ways: tutor, classroom assistant, organizational volunteer, cafeteria assistant, clinic worker, media assistant, mentor, and on and on. Mentors are required to attend a mentor workshop. The possibilities and needs are endless! If you have a little time and would be willing to get involved with our school, please contact our Family and Community Liaison or your child's teacher. You'll need to register and record the number of hours you spend working with us. Please consider becoming involved. The benefits are definitely worth it!

Report Cards

Students will receive regular reports of student progress.

You are asked to examine this report carefully and discuss it with your child. Please sign and return it promptly to school. Your comments in the space provided on this section will be of value to us in helping your child towards meeting his maximum potential. The calendar in this handbook gives the specific dates for report card distribution.

Students not present on the last day of the school year will be able to pick up their card during summer office hours. If you provide a stamped, self-addressed envelope to the office, we will mail it to you. Report cards cannot be distributed early. We will abide by the Pinellas County School Board report card time line. Mid-Term Progress reports will be distributed to families to support ongoing communication.

School Advisory Council (SAC)

The School Advisory Council meets monthly in the Production Room. Visitors are welcome and elections for sixth grade parent representatives will be held in August.

If you are a 6th grade parent and would like to join the group, check out the application form on the website

Safety

The safety of our students and staff is a top priority. A Site Safety Committee meets monthly to review safety concerns and make recommendations. Fire drill and safety inspections of the school are held monthly as well. Other safety drills such as tornado drills are held periodically throughout the year. We invite parents and community members to share their concerns and/or suggestions by contacting the school office.

To ensure the safety of our students who walk to school, we ask that you encourage your child to cross with the crossing guard (where one is available) and to go directly to and from school each day. Bicycle riders must walk their bicycles while on

school property. Our bicycle riders should obey all bicycle safety rules. Bikes are to be locked and parked in our bike racks. Bicycle riders must wear helmets.

Social Security Numbers

Florida statutes require the school district to request Social Security numbers from students registering in public schools. Social Security numbers are not required as a condition of enrollment or graduation. If you do not wish to provide the information, inform the school in writing

Student Planners

Once again, we will be asking that all students have a school issued daily student planner which they can use to record homework assignments and plan their work. These planners will be used in each classroom as a tool to help students plan and also as a means of communicating with parents. This year planners are free.

Binders

Students at SHMS are required to keep binders to carry the work for all subjects. Binders and dividers are available for purchase in first period for \$5.

Textbook Policy

Students enrolled in the regular education program at SHMS will be issued a textbook in each academic course unless an exception has been decided upon as a result of curriculum and resource needs or state/district recommendation. Students enrolled in exceptional education programs or alternative education programs will not be issued textbooks. Much of their work in each class is not based in one textbook.

Parents having questions about textbooks are asked to contact the teacher. The care of textbooks issued to a student is the responsibility of the student. If the book is lost or taken, the responsible student must pay for the cost of the book before a replacement will be issued. Textbooks will not be issued to students who have an unpaid financial obligation from the previous school year until the financial obligation is paid.

