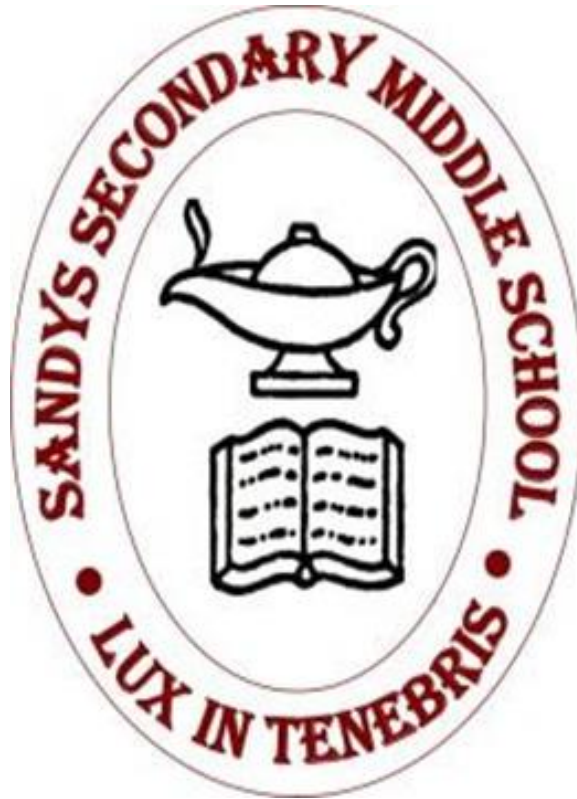


# **Sandys Secondary Middle School**

## **Parent Handbook**



**Motivate \* Educate \* Empower**

Home of the Panthers

**2019-2020**

## **Our School History**

Sandys Secondary School admitted its first pupils on October 27, 1927 as a direct result of the vision and determination of a group of community oriented citizens who had worked and planned for this historic moment. The inhospitable social, political and economic environment that existed in the 1920's did not deter a community group, under the leadership of Mr. Samuel Swan as president of the Sandys Education Association and Miss Alice Scott as secretary, from providing an opportunity for higher education in the 'West End'.

The first passes in the Cambridge Examination were recorded in the March 1930 minutes of the Association. From this small but significant success the school continued to overcome almost insurmountable difficulties in having to move to several locations and in recruiting and paying staff, both foreign and local. Property was finally acquired and a building erected on the present site. The passing of the Sandys Education Act in 1950 gave the final stamp of approval and permanency to the school. It was under the leadership of Mr. George O. Ratteray that this crucial period of change and reorganization was successfully managed.

Dr. Eustace A. Cann succeeded Mr. Ratteray as Chairman of the Board of Governors. Under his chairmanship the school was able to expand and develop, having become a 'vested' school. The current chairperson is Mrs. Valerie Dill.

Sandys Secondary Middle School has a proud history of responding to the perceived educational needs of its students. The school and its present governors, principal and staff can, with the confidence, draw on strength, experience and wisdom of its history to help chart the future, as the school continues to serve the community.

Sandys Secondary Middle School provides an educational experience of exceptional quality for a diverse population of students in year levels M1-M3.

Sandys Secondary Middle School is dedicated to the ideal of providing each of its students with the opportunity to fully develop his/her potential.

The school recognizes the uniqueness of each individual and will endeavor to develop in each student a sense of respect for the dignity and worth of the individual. The school's policies and programs will afford each student the opportunity to develop intellectually, spiritually, physically and socially to his/her potential.

## **Mission Statement**

Sandys Secondary Middle School is committed to providing quality education that develops critical thinkers who become responsible citizens contributing positively in an ever-changing local and global society.

## **School Motto**

Lux in Tenebris (Light in Darkness)

## **Vision Statement**

At SSMS we believe in **motivating, educating** and **empowering** students towards excellence.

## **School Song**

Sandys, dear Sandys, this is our hymn of praise.  
Sing we to thee, throughout our middle school days  
And when we've left thee, may our hearts recall  
Thy lofty purpose, that thou givest all,  
Sandys, we love thee now and evermore

Look ahead the future to behold  
Leaving these halls our destiny foretold  
We bear the banner, keep it ever high,  
For Alma Mater, may she never die,  
Sandys, we love thee now and evermore

Milton Lespere, 1961

Adapted for Middle School at Sandys September 1997

## **School Information**

**School Address:**

42 Scotts Hill Road  
Sandys MA03  
Bermuda

**School phone:** (441) 234-1346

**School Website:** <http://schools.moed.bm/SS> or [bermuda.cyberschool.com/ss](http://bermuda.cyberschool.com/ss)

**School hours:** 8:30 a.m.-3:30 p.m.

**School Colors:** Burgundy, Grey and White

## **Mentor Program and Periods**

7 Habits for Highly Effective Teens by Sean Covey is the program we use during the Mentor period. Mentors impart advice, generate discussions, check homework, grades, and community service hours, teach organizational skills and other such student related matters.

## **MEE Block**

The MEE block is the remediation and enrichment period of the day. SSMS calls it the MEE block to align with our vision to Motivate, Educate and Empower our students. Students do courses based on academic need and personal interest. Some students do blended programs for example a student on the football team but needs assistance with French may do two days football training and two days of French. The duration of a course will be a quarter (nine weeks approximately) unless otherwise stated. Students will receive a progress report at the end of the quarter. They may change a course if satisfactory progress has been made as determined by the teacher. Courses offered include, but are not limited to:

Checkpoint Prep Math

Math Prep

IGCSE Math

Reading

Woodwork

Duke of Edinburgh

AquaCulture

Art

Achieve 3000

Band

Dance

Sports Training

Football/Cricket/Netball (by season)

Foreign Language Prep

Science Prep

Social Studies Prep

Coding

City & Guilds Prep

Checkpoint Prep

## **Wellness Break**

Students may have a wellness break in their class in the morning. However, it is at the teacher's discretion. Students are only allowed to eat healthy snacks such as fresh fruit, fruit snacks, raisins, granola bars; etc. **No** high sugar foods or drink.

## **Breakfast Program**

SSMS has a breakfast program for students beginning 8am in the Family Studies room. It is open to all students. Cereal, juice, granola bars are offered.

## **Lunch Program**

SSMS has a lunch program for students organized and offered through the Guidance department.

## **PTA Meetings**

PTA meetings are held on the first Monday of each month.

## **Hall Passes**

Teachers issue a hall pass to students when they are leave the classroom during class. Hall passes are as follows:

- Boys Rest Room
- Girls Rest Room
- Hall Pass
- Student Services
- Man Office

## **Students Late**

Students late to class due to their own accord are to get a **Late to Class** pass from Mrs. Bean which permits them entry into the class.

Students with unexcused *lates* to school and class will be issued a lunch detention. Follow up measures are directed by the Code of Conduct and MTSS manual.

## **Student Discipline**

All staff members are responsible for discipline.

Team leaders will be responsible for discipline of students on their teams who, despite teacher efforts in the classroom, fail to comply. Team Leaders will cover discipline up to the In School Suspension level.

Discipline policies, intervention and procedures are directed by the SSMS Code of Conduct and MTSS manual.

## **Backpacks**

Students are not allowed to carry backpacks to class as per safety protocols in the event of a fire. They are to use a drawstring bag, zipper binder or zipper sleeve.

## **Overview of SSMS Curriculum**

SSMS uses a unique blend of international and local curricula to guide student instruction. For the areas of Mathematics, English Language Arts and Science, SSMS follows the world recognized Cambridge International Curriculum as mandated by the Bermuda Ministry of Education (MOE). In the area of Social Studies SSMS follows a local curriculum which has a combination of local and world history, geography, politics, economics, and current events. In the areas of Encore teachers follow the curriculum that is mandated by MOE.

The following programs of instruction are offered at SSMS:

### **Subjects include:**

English Language Arts

Mathematics

Science

Social Studies

Business Studies

Design and Technology

Family Studies

Music

Spanish/French

Physical Education

Health Education

Visual Arts

### **Sports and Athletic Programs include:**

Basketball

Cricket

Football

Netball

Rugby

Track and Field

## **Department of Student Support**

The Department of Student Support provides opportunities for academic development, assists students with basic academic requirements, and serves to motivate students toward the successful completion of their middle school education. The Department of Student Support also provides instruction in basic study skills, tutorial services, academic and personal counseling, assistance in applying to high school programs, mentoring, and specialized services for students with special needs. The Department of Student Support consists of 2 School Counselors, an Educational Therapist, and an Educational Therapist Assistant.

## **SSMS Uniform**

All students must wear the SSMS uniform to school and to school related events, unless otherwise informed. Students will wear the same uniform year round. Uniforms must be kept in good condition. Shoes must be kept clean.

To be in compliance with the uniform policy, the SSMS student must be attired in the following:

### **Females**

White SSMS logo polo shirt purchased at The English Sports Shop.

Charcoal grey skirt or shorts (not to exceed 1 inch above knee; not to be worn skin tight) or pants. No khaki grey skirt, shorts or pants and no cargo style shorts or pants are allowed.

Maroon, knee length socks worn at the knee. No ankle, crew or no show socks are allowed.

Solid black or dark brown school shoes (see photos).

Pair of initial piercing sized stud earrings worn in lower lobe only.

Maroon sweater.

School jacket with SSMS logo (optional).



## Males

White SSMS logo polo shirt purchased at The English Sports Shop.

Charcoal grey pants or shorts; no khaki grey shorts or pants and no cargo style shorts or pants are allowed.

Maroon knee length socks worn at the knee. No crew socks, ankle or no show socks are allowed.

Solid black or dark brown school shoes.

Black or brown belt should be worn in pants with belt loops.

Maroon sweater.

School jacket with SSMS logo (optional)

## School Shoes

Students' school shoes **must** be **a solid black or solid dark brown** shoe. Any designs or stitching must be the colour of the shoe.

**No** sneakers, suede, patent leather, white soled shoes or white soled Docksiders, no shoes with heels higher than  $\frac{3}{4}$  inch, boots, or shooties are permitted. *(Use the pictures below as a guide.)*

### Examples of "Yes"



## Examples of “No”



### **Infractions to the School Uniform Policy include but are not limited to:**

Jewellery (**except** initial piercing sized stud earrings for females only and watches for all students).

Hairbands wider than 2 inches or that are not grey, maroon, white or black. Hairbands are to be worn on the hair, not the forehead nor the wrist.

Armbands; wristbands; hats; scarves; gloves; vests and bandanas with the regular school uniform.

Make-up including lip gloss.

Nail polish, acrylic nails, French manicured nails, gel nails, press-on nails.

Short or long boots/booties/shooties.

Match stick, broom bristle, fishing line, metal post and/or bandaid in/on ear piercings.

Coverings for additional ear piercings.

Saggy pants.

Any items considered non-uniform may be confiscated and held until collected by a parent. While every effort will be made to safeguard items, the school will not be responsible for the loss of any confiscated items.

On rainy days legitimate rainwear may be worn to school but not in class.

## Hairstyles

Students who attend SSMS are expected to maintain a clean and groomed appearance.

Males and Females:

No lines nor designs may be cut into the hair or eyebrows.

Bleached, streaked, two-toned or unnatural coloured hair is not permitted

Hair accessories can only be grey, maroon, black or white. House colors can be worn for special school events such as spirit days or sports days.

## P.E. Uniform

SSMS P.E. uniforms, track suits and house shirts are to be purchased from the school. Payment must be made in full before orders can be confirmed. Students must provide their own gym bags that should be drawstring or a *small* version of a backpack.

Students must change socks for P.E. White or black socks only are to be worn. Any colour sneaker may be worn.

P.E. uniforms must be brought to school each day that the P.E. class is scheduled. There will be two or three P.E. periods in 2019-2020. Should your child have P.E. on consecutive days the house shirt or school spirit (MEE) shirt may be worn as an alternate.

P.E. Uniform



**\$45**

P.E. Tracksuit



**\$75**

House Shirt



**\$18**

## School Spirit (MEE) Shirt

MEE shirts are to also be purchased from the school for every student, with full payment made in advance. The cost is \$14.



\$14

## Supplies for the 2019—2020 School Year

Students are expected to have and maintain/periodically replace the following school supplies

**\*\*PLEASE LABEL EVERYTHING\*\***

Pencils (a minimum of two, sharpened pencils must be at school at all times—*please maintain supplies*)

Pens (dark blue or black ink; at least two working pens must be at school at all times) —*please maintain supplies*

Highlighter

12 inch ruler

Pencil case to secure all items (zippered)

Erasers—*please maintain supplies*

Glue sticks —*please maintain supplies*

Colored pencils

Scissors

Geometry set / Protractor & set square only for M1

Scientific Calculator (Texas Instrument) TI-30X IIS

Sharpener with a cover (to catch shavings)

Small stapler with staples

10 plastic pocket/duotang folders

16G flashdrive

3 x 5 lined index card—*please maintain supplies*

A drawstring bag OR zippered binder to carry supplies to classes







A drawstring bag for P.E. clothing

A kindle or tablet is useful, but optional.

\* Some items appear on the Art Supplies list as well (see next page). Items may serve for art and other classes but must be kept available for all.

**Art Supplies -**

The list of supplies will be helpful for your child to have for the up-coming school year. Note that the images used are examples only to help you find the product. Any brand of that item will be sufficient. However, please adhere to the quantity of items.

 <p><b>Coloured Pencils</b>  <b>Best Brand:</b> Crayola  <b>Quantity:</b> 1 box  <b>Amount :</b> no fewer than 24 colours</p>	<p><b>Kneaded rubber art eraser</b></p>  <p><b>Best Brand:</b> Any  <b>Quantity:</b> 3</p>
 <p><b>Best Brand:</b> Any  <b>Art Pencils</b>  <b>Best Brand:</b> Any  <b>Quantity:</b> 1 box  <b>Amount:</b> 12pk</p>	<p><b>Oil Pastels</b></p>  <p><b>Best Brand:</b> Crayola  <b>Quantity:</b> 1 box  <b>Amount:</b> no less than 28 colours</p>
 <p><b>Closed Sharpener</b>  <b>Best Brand:</b> Any  <b>Quantity:</b> 2</p>	<p><b>Scissors</b></p>  <p><b>Best Brand:</b> Any size must be manageable by the student</p>

# SCHEDULES \*Schedules may be subject to change

## SAMPLE STUDENT SCHEDULE



*Sandy's Secondary Middle School*

42 Scott's Hill Road  
Somerset MA 05. Bermuda  
Telephone: (441) 254-1546 • Fax: (441) 254-3331

M1 Blue						
2018-19 Schedule						
Period	Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b> 8:30 am – 9:20 am		Assembly	Family Studies	Advisory	SCIENCE	MATHEMATICS
<b>Period 2</b> 9:23 am – 10:13 am		SCIENCE	Art	Health	Business Studies	SCIENCE
<b>Period 3</b> 10:16 am – 11:06 am		SOCIAL STUDIES	ENGLISH LANGUAGE ARTS	MATHEMATICS	SOCIAL STUDIES	SOCIAL STUDIES
<b>Period 4</b> 11:09 am – 11:54 am		MEE	MEE	MEE	MEE	ENGLISH LANGUAGE ARTS
<b>LUNCH</b> 11:57 am – 12:47 pm		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<b>Period 5</b> 12:50 pm – 1:40 pm		P.E.	Foreign Language	SCIENCE	ENGLISH LANGUAGE ARTS	Foreign Language
<b>Period 6</b> 1:43 pm – 2:33 pm		ENGLISH LANGUAGE ARTS	SOCIAL STUDIES	Art	Foreign Language	P.E.
<b>Period 7</b> 2:36 pm – 3:26 pm		MATHEMATICS	STEM	Family Studies	MATHEMATICS	Advisory

**ENCORE:** Semester 1 – Music and Design & Technology

Semester 2 – Family Studies and Visual Art

KEY: P.E. – Physical Education; Health – Health Education; MEE – Enrichment/Intervention; STEM – Science, Technology, Engineering & Mathematics

# **Sandys Secondary Middle School Code of Conduct**



**Motivate**

**\*Educate \***

**Empower**



## **Student Behavior Policy**

### **Sandys Secondary Middle School Rules and Consequences**

At Sandys Secondary Middle School, students are expected to:

- Maintain high academic standards
- Engage in learning activities and take school work seriously
- Take responsibility for their own behavior
- Exhibit self- control
- Respect others and be courteous
- Respect the personal property and rights of others
- Be treated equally
- Behave according to the moral standards of the school
- Attend school regularly, on time, and be prepared to learn
- Complete assignments on time
- Seek alternatives to verbal and physical conflicts
- Speak and dress appropriately

### **Behavior Related Offenses and Consequences**

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may be extended. For cases involving unexcused absences, truancy and tardiness to class/school, student removal from the school or the classroom setting is an option.

### **Teacher Consequences**

Students will be given teacher consequences for various Code of Conduct infractions. These consequences may include but are not limited to; verbal and written warnings, an opportunity to correct the behavior, after class consultation, parent contact and detentions.

### **Discipline Referrals**

Students will be given a discipline referral for infractions as outlined in the Code of Conduct. When a discipline referral is submitted, the infraction and consequence will become a part of the student's permanent file. Discipline referrals normally will be processed during lunchtime and after school.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

If students violate the rules of Sandys Secondary Middle School, certain consequences will follow. The specific consequences will be determined based upon the severity of the offence. The Principal and Deputy Principal with the assistance of Team Leaders will administer the consequences. Parents will be notified of all disciplinary consequences.

## **MEDIATION**

Students who are involved in incidents where conflict has occurred will be required to attend a restorative mediation session.

## **DETENTIONS**

When a student is detained at the end of the school day the detention shall be for a maximum of 30 minutes. Prior to administering the detention, the parents/guardians must be given a minimum of 24 hours written notice of the date of the detention. The notice shall include the reason for the detention.

## **LUNCH TIME DETENTIONS**

Detentions are held Monday to Friday at lunchtime for discipline referral consequences. Failure to attend a lunch time detention will result in additional consequences.

## **ATTENDANCE DETENTIONS**

Attendance detentions are held daily. Students who have been flagged as truant or unexcused tardy will be issued after school or lunchtime detentions. Failure to attend an assigned attendance detention will result in additional consequences.

## **DISCIPLINE DETENTIONS**

Conduct detentions are held at lunch time. Students must bring their lunch to the detention, will not be permitted to purchase lunch during the detention, nor be allowed to have food or beverages delivered to the detention location. Students absent from lunchtime detention will receive additional consequences.

## **LOSS OF PRIVILEGES**

Students at Sandys Secondary Middle School have a variety of privileges; however, these privileges are forfeited if students do not comply with school rules. Students who

do not comply with school rules may lose one or more of the privileges below for a duration of time that is assigned by the Principal, Deputy Principal or Team Leader.

1. Retaining the full lunch period
2. Membership on sports teams
3. Participation in School Leaving Ceremony
4. Participation in Special School Activities
5. Participation in casual/grub days
6. Participation in school events and activities (e.g. school trips, sports days etc.)
7. Participation in overseas trips
8. Attending sports events

NOTE: Students must maintain satisfactory academic, attendance, discipline, and uniform records in order to retain these privileges.

## **SUSPENSIONS**

### **OUT OF CLASS SUSPENSION**

When a student is issued an out of class suspension, the student is suspended from a class for a designated number of days. The student reports to the out of class suspension room during the period that he or she would have normally attended the class for which he or she has been issued an out of class suspension. The student follows his or her regular schedule for all other classes. Students are required to report on time, remain for the whole period and to bring all required materials and equipment that he or she would normally be required to take to that class.

### **IN SCHOOL SUSPENSION**

Students will remain in in-school suspension during the entire school day. All school rules apply while students are in in-school suspension. Students must also comply with all rules set out for in school suspension. Students will only be allowed to leave the room during specified restroom breaks. **Students must bring their lunch.** Students must complete all assigned work. Students are not permitted to participate in any school activities (during the school day or afterschool) on the day in in school suspension.

### **OUT OF SCHOOL SUSPENSION**

A student may be suspended up to five days. The students are not permitted on the school premises while suspended, nor are they permitted to attend or participate in any school related activities. Failure to comply with this regulation is considered trespassing. Students will be issued the consequences according to the code of conduct and the law. Students are not permitted to participate in any school activities (during the school day or afterschool) on the day of an out of school suspension. At the conclusion of the suspension, a parent must accompany the student to school for re-entry to meet with Administration and Student Services.

**POLICE REFERRAL**

Acts of a criminal nature will be reported to the police. Students will also receive consequences in accordance with the school's code of conduct.

**REFERRAL TO AN ALTERNATIVE PROGRAM**

Students who pose a threat to the safety of others and/or who engage in serious offences and/or repeated misbehavior (three or more discipline referrals along with multiple support services) will be referred to an alternative program.

**REFERRAL TO OUTSOURCED SERVICES**

There will be mandatory reporting of neglect, sexual or physical abuse. Students may also be referred to additional appropriate services as deemed necessary.

**EXPULSION**

The principal may request an expulsion for students who commit acts of violence, other grave offences, who break the law, or are engaged in ongoing activities that put themselves or others at risk.

## Multi-tiered Systems of Support

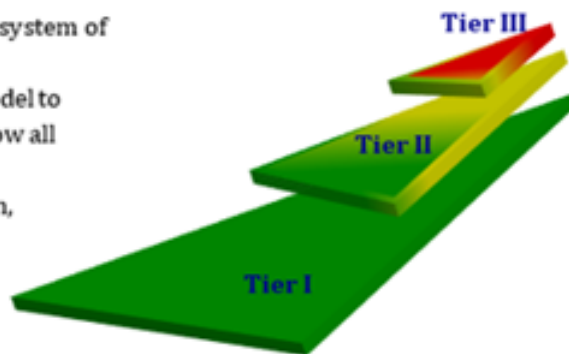
### Multi-Tiered System of Support (MTSS)

Multi-Tiered System of Support (MTSS) is utilized so that all students can grow academically, behaviorally and emotionally. MTSS is a framework for continuous school improvement. It uses evidence-based practices, a data-driven problem solving model and a three tiered instruction/intervention model to maximize growth for all students.

#### Quick Facts...

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- All staff and students are part of a multi-tiered system of support
  - MTSS utilizes a systematic problem solving model to analyze multiple pieces of data to determine how all students are responding to instruction
  - Teams problem solve in the areas of instruction, curriculum and environment
  - MTSS is a layering of academic and behavior supports
  - All students have access to all layers of instructional supports
- 



## INFRACTIONS AND CONSEQUENCES

**ISS/OSS can range from 1-5 days depending on the severity of the offence**

<b>Behavior</b>	<b>Tier One</b>	<b>Tier Two</b>	<b>Tier Three</b>
<p><b>ABSENT – UNEXCUSED</b></p> <p>An absence for a day or portion of a day for any reason other than verified by a parent/guardian/school.</p>	<p>Being absent from school for a day or portion of a day for any reason other than verified by a parent/guardian may result in parent/guardian notification, detention.</p>	<p>Up to three days' absences shall result in written parent/guardian conference with Administration, referral to Student Services, detention, and/or in/out-of-school suspension.</p>	<p>Five or more days' absence per term shall result in parent/ guardian attending class(es) with student and/or referral to the Attendance Officer.</p>
<p><b>ALCOHOL VIOLATION</b></p> <p>Possession, use or suspicion of use of any alcoholic beverage, including possession with the intent to sell, give, deliver or distribute on school property or at school-sponsored events.</p>			<p>Possession of an alcoholic beverage, or use, or possession with intent to sell, or distribute shall result in parent/guardian contact, referral to Student Services, loss of privileges, out-of-school suspension, referral to an outside agency, and/or referral to the Police.</p>
<p><b>ARSON/FIRE</b></p> <p>Possession of any combustible or explosive device. Attempting to, aiding in or setting fire to a building or other property or structure.</p>			<p>Attempting to burn or willfully and unlawfully aiding in, or setting fire to any building or property or structure shall result in out-of-school suspension,</p>

			request for expulsion and referral to the Police and restitution.
<p><b>ATTACK ON STAFF OR THREATENING OF STAFF</b></p> <p>Physical attack on staff and or others while on school grounds or at school sponsored events, including a situation where a staff member is intervening in any disruptive activity.</p>			Throwing blows, pushing, shoving or threatening staff shall result in out-of-school suspension, a referral to the Police and/or a request for expulsion.
<p><b>ATTACK ON STUDENTS/FIGHTING</b></p> <p>Aggressive action directed at another student with physical contact while on school grounds or at school sponsored events. Note: A recommendation to an alternative program may occur at the first incident depending on the severity of the incident.</p>		Exchanging blows, pushing, or shoving may result in parent/guardian notification, mediation, counselling, a school detention, referral to Student Services, referral to an alternative program and/or an in/out-of-school suspension.	Occurrences of tier two behaviors and/or causing bodily harm, or causing an individual to require medical attention shall result in an out-of-school suspension and/or a referral to an alternative program, and/or referral to the Police, and/or request for expulsion.
<p><b>BULLYING/HARASSMENT/INSTIGATING A FIGHT/CYBERBULLYING/TEXTING</b></p>		Intimidating another person to create fear or concern for	Repeated intimidation of another person to create fear or concern for

<p>Targeting another student with threatening, unwanted, and/or repetitive negative words or actions resulting in a feeling of fear or intimidation.</p>		<p>personal safety may result in parent/guardian conference, Police involvement, formal apology, consultation with Student Services, counselling and/ or in/out-of-school suspension.</p>	<p>personal safety and/or threatening to physically harm any person, may result in an in / out-school suspension, parent/guardian conference, and/or referral to the Police, and/or request for expulsion.</p>
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<p><b>BUS BEHAVIOR</b></p> <p>Any violation of the school or the Public Transportation Board's policies (Government Omnibus Regulations Act 1952) occurring on the bus at/or near bus stops.</p>		<p>Refusal to follow bus rules shall result in notification of the administrations, parent/ guardian notification, and/or detention.</p>	<p>Repeated violation of bus rules after warning or reprimand for misconduct shall result in loss of privileges, community service under the direction of the Public Transportation Board, referral to Student Services, and/or an in/out-of-school suspension.</p>
<p><b>CASUAL/GRUB DAYS</b></p> <p>Offensive, revealing, tight clothing will not be accepted.</p>		<p>Removal of the item and/or sent home to change into the school uniform and return. Students who do not return will be deemed truant and will be issued consequences for an unexcused absence.</p>	<p>Repeated offences may result in a parent/guardian conference, loss of privileges, referral to Student Services, in/out-of-school suspension and/or referral to an outside agency.</p>
<p><b>CHEATING/ACADEMIC DISHONESTY</b></p> <p>Copying, plagiarizing, altering records or assisting another student with such actions.</p>	<p>Copying other students' assignments, exams and/or projects and copying works of authors without acknowledgement, shall result in parent/guardian notification,</p>	<p>A repeat of tier one behavior shall result in parent/guardian conference, referral to Student Services, loss of privileges,</p>	<p>Repeated offences may result in a parent/guardian conference, loss of privileges, and an out-of-school suspension.</p>

	referral to Student Services, detention.	and/or in/out-of-school suspension.	
<p><b>COMPUTER MISUSE</b></p> <p>Any unauthorized use or misuse of computers or electronic communication.</p>	Unauthorized use of computers, software or internet/intranet accounts shall result in parent/guardian notification, counselling, verbal reprimand and/or detention.	A repeat of tier one behavior and/or accessing inappropriate web sites or the misuse of websites shall result in a parent/guardian conference and/or detention and suspension of technology privileges for a period not less than 10 school days and not exceeding 30 school days.	A repeat of tier one and two behaviors shall result in loss of technology privileges for a period not less than 45 school days and not exceeding 60 school days, and/or an in/out-of-school suspension.
<p><b>COMMUNICATION DEVICES FOR USE IN CLASS</b></p> <p>These devices are not allowed without special authorization from school personnel.</p> <p>Note: Thefts will not be investigated by the school. Unauthorized use includes wearing and/or using any of these devices on the school premises.</p> <p>Confiscated items will be kept in the office.</p>	Using a cellular phone, smart watch, tablet, air pods etc., on your person during school hours, or having these devices turned on, shall result in confiscation and retrieval of device by parent/guardian.	A repeat of the behavior or usage of communication devices shall result in a school detention, confiscation of the device for a period not less than 30 school days, and/or for the remainder of the quarter/term and retrieval of device, etc.	A repeat of tier one and two behaviors shall result in confiscation for the remainder of the school term and retrieval by parent/guardian, community service, and/or in/out-of-school suspension.
<p><b>DEFAMATION/FALSEHOOD</b></p> <p>False, unprivileged or demeaning statements or</p>		Making untrue or negative statements about others, publicly either verbally or in	Repeated occurrences of behaviors shall result in an out-of-school

representation of an individual or an identifiable group of individuals that harm the reputation of the person or group.		print, shall result in parent/guardian notification, referral to Student Services, mediation, detention and/or in/out-of-school suspension.	suspension, referral to an outside agency, and/or referral to the Police.
<b>DEFIANCE / INSUBORDINATION</b>  Refusal to follow directions of teacher; staff and administration, including failure to identify oneself.	Refusal to follow directions of teachers, staff and/or the administration shall result in parent/guardian notification, detention, community service, and/or in/out-of-school suspension.	A repeat of the offence shall result in parent/ guardian conference, loss of privileges, detention, referral to Student Services and/or in/out-of-school suspension.	A further repeat of tier one and two behaviors shall result in loss of privileges and/or an out-of-school suspension, referral to an alternative program.

<b>DESTRUCTION OF PROPERTY/VANDALISM</b>  The damage, destruction or defacement of property belonging to the school or others. NOTE: The school has the option of pressing charges.	The deliberate destruction or defacement of property that belongs to the school or to another person shall result in parent/guardian notification, loss of privileges, detention and restitution.	A repeat occurrence of tier one behavior shall result in community service, an out-of-school suspension, restitution and referral to the Police.	Any further re-occurrence of tier one and two behaviors shall result in a referral to the Police, extended suspension, an/or referral to an alternative program, restitution and/or request for expulsion.
<b>DISRESPECT</b>  Any unacceptable comment or gesture towards others.	Any unacceptable comment or gesture towards others may result in parent/guardian notification, detention and/or in-school suspension.	A repeat of tier one behavior shall result in a parent conference, referral to Student Services, loss of privileges, and/or an in-	Occurrences of these behaviors shall result in an out-of-school suspension, community service, apology letter, parent

		school suspension.	attendance to class the first day after OSS.
<p>DISRUPTION OF CLASS &amp; SCHOOL</p> <p>Inciting and/or participating in a behavior that interferes with the learning of others and/or the safety and orderly environment of the classroom or classroom school activities.</p>	Engaging in behavior that interferes with the safe and orderly environment of the school or school activity shall result in parent/ guardian notification, community service, and/or detention(s).	A repeat of level one behavior shall result in a referral to the office parent/guardian conference, referral to Student Services, in/out-of-school suspension and/ or loss of privileges.	Occurrence of the behavior shall result in an out-of-school suspension, Parent attending class with the student, and a referral to an alternative program.
<p>DRUG VIOLATION</p> <p>Possession and/or use of illegal drugs or drug paraphernalia on school property or school-sponsored events.</p> <p>Note: Students will be required to pass a drug test before returning to school.</p>			Possession & use of drugs or drug paraphernalia shall result in confiscation, out-of-school suspension, mandatory attendance in a drug treatment program and referral to the Police, and/or request for expulsion.
FAILURE TO ATTEND A TEACHER'S DETENTION	Failure to attend a detention will result in a parent/guardian notification, a reissued detention, and/or community service.	A repeat of the offence shall result in detention, parent/guardian conference, loss of privileges, referral	A repeat of tier one and two behaviors shall result in loss of privileges and/or an out-of-school suspension,

		to Student Services and/or in/out-of-school suspension.	referral to an alternative program.
<p><b>FALSE ALARMS/BOMB THREATS</b></p> <p>Reporting of fire or other catastrophes without valid cause. Misuse of 911. Discharging of a fire alarm or fire extinguisher.</p>		False alarms and or bomb threats shall result in parent conference, referral to the Police, loss of privileges, out-of-school suspension, and/or restitution.	A repeat occurrence of the offence shall result in an out-of-school suspension, request for expulsion and referral to the Police.
<p><b>FORGERY</b></p> <p>To make, reproduce, alter or use information for deceptive purposes.</p>	Reproducing various types of information for deceptive purposes shall result in parent/guardian notification, verbal warning and/or detention.	A repeat of tier one behavior and/or forging a signature with the intent to secure money or goods may result in an in school suspension, referral to Student Services and referral to the Police.	A repeat of tier one and two behaviors and/or using violence to do so shall result in out-of-school suspension and referral to the Police.
<p><b>GAMBLING</b></p> <p>The wagering of money or property on school premises or at school sponsored event.</p> <p>NOTE: The police may be involved.</p>		Making wagers for money or property shall result in confiscation of money or property, parent conference, referral to Student Services and/or in/out-of-school suspension.	Continued repeating of these behaviors shall result in referral to the Police, out-of-school suspension, and/or request for expulsion.
<p><b>GANG-RELATED ACTIVITY</b></p> <p>Any involvement in gang-related activities on school ground or at school sponsored events.</p>		Gang related symbols and/or graffiti shall result in parent/ guardian notification, referral to Student Services, in/out-of-school suspension and/or restitution.	Repeated gang related behavior shall result in Police involvement, contracts, and parent conference, mediation, referral to Student Services and in/out-of-

			school suspension, and 10 or more days of supervised lunch.
<p><b>JEWELLERY</b></p> <p>Non-regulation jewellery.</p>	<p>Confiscation, refusal to hand over the item will result in a parent conference, detention(s), community service, and/or in/out-of-school suspension.</p>		
<p><b>LATE – UNEXCUSED</b></p> <p>Failure to be seated in class on time without a valid reason. (Students will be referred on their 3<sup>rd</sup> unexcused late).</p>		<p>Team detentions, and/or student will practice getting from one end of the building to the other. .</p>	<p>Multiple tardies will result in a referral to the Attendance Office, and/ or in/out-of-school suspension, and/or parent takes student to class.</p>
<p><b>LITTERING</b></p> <p>Disposing of trash in areas other than the trash bins. Student will spend detention time picking up trash around the school.</p>	<p>Students will spend detention time picking up trash around the school campus.</p>	<p>Repeated offences may result in parent/guardian conference, loss of privileges, supervised lunch, and/or in/out-of-school suspension.</p>	
<p><b>LOCKER MISUSE</b></p> <p>Failure to keep one’s locker in its original condition. In case of damage to the locker, student will be required to cover the cost of repairs to the locker.</p>	<p>Misuse of school locker will result in parent/guardian notification, loss of privileges, detention and restitution.</p>	<p>Damage or repeated misuse of school locker will result in parent/guardian notification, loss of privileges, detention, in/out of school suspension, and restitution.</p>	

<p><b>OFFENSIVE/PROHIBITED WEAPONS OR DANGEROUS INSTRUMENTS</b></p> <p>Any offensive or prohibited weapon, or replica of any item which can be considered a weapon or used as a weapon at a school or a school sponsored event.</p>			<p>Possession of a weapon or dangerous instrument shall result in OSS, parent/ guardian conference, referral to Student Services, and/or a request for expulsion and Police referral.</p>
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<p><b>SEXUAL MISCONDUCT</b></p> <p>Acts of a sexual nature, sexual materials, sexting, whether consensual or not, on school property or at school sponsored events and/or on electronic devices.</p>		<p>Possession of pornographic images, accessing pornographic websites, or inappropriate verbal or written statements may result in a parent/guardian conference, supervised lunch, counselling, in/out-of-school suspension, and/or referral to a helping agency.</p>	<p>Performing obscene gestures or acts, or engaging in inappropriate touching of one's self or others may result in an immediate referral to a helping agency, and/or out-of-school suspension, and/or referral to alternative program, and referral to the Police. Mandatory reporting must occur in accordance with the Child Protection Act.</p>
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<p><b>STALKING</b></p> <p>A malicious course of conduct that includes approaching or pursuing another person at school or school-sponsored events, with the intent to place that person in</p>		<p>Repeatedly approaching or pursuing another person against his/her will shall result in parent/guardian conference, counselling, an out-</p>	<p>No response to end stalking or if the behavior escalates shall result in referral to the Police, out-of-school suspension, and/or referral to</p>
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reasonable fear of serious bodily harm or death.		of-school suspension and/or the Police being informed.	alternative program.
<p><b>THEFT/STEALING / ROBBERY</b></p> <p>Taking or obtaining property of another without his/her consent on school property or at school sponsored events.</p>	<p>Taking the property of another without permission may result in parent/guardian notification, and/or restitution.</p>	<p>Repeated tier one behavior and/or taking the property of another with the use of force, fear or threat, will result in loss of privilege, an out-of-school suspension, referral to Student Services and/or restitution.</p>	<p>Repeated tier one and two behaviors and/or using violence to do so, shall result in an out-of-school suspension, a referral to an alternative program and referral to the Police.</p>



<p>TOBACCO PRODUCTS</p> <p>Possession and/or use of tobacco products on school property or at school sponsored events.</p>			<p>Confiscation, referral to Student Services, out-of-school suspension.</p>
<p>TRESPASSING</p> <p>Willfully entering or remaining on school property or at school sponsored events without authorization.</p>			<p>Entering or remaining on school property while suspended or ordered off the property shall result in removal and Police involvement.</p>
<p>UNIFORM INFRACTIONS</p> <p>Students are required to wear the correct uniform and comply with the uniform policies for the duration of the school year.</p>	<p>Failure to adhere to the school uniform will result in parent/guardian notification, detention, and 3-5 days given to correct the uniform.</p>	<p>Repeated uniform infractions will result in parent conference, referral to Student Services, detentions, and/or in/out-of-school suspension.</p>	
<p>USE OF UNSUPERVISED AREAS</p> <p>Students are NOT PERMITTED IN THE FOLLOWING AREAS WITHOUT AN ADULT:  Assembly hall, cafeteria, music room, computer labs, team rooms, basketball court, trustee building and upstairs hall outside office.</p>		<p>Failure to adhere to the school rules will result in parent/guardian notification, and/or detention(s).</p>	<p>Repeated offences will result in parent/guardian conference, detention, and/or in/out-of-school suspension.</p>
<p>VERBAL ABUSE/ PROFANITY</p>		<p>The use of profanity in direct or indirect conversation by</p>	<p>Repeated use of profanity or verbal abuse to a member of staff will result</p>

Uttering profane and/or derogatory statements or using vulgar or abusive language which is offensive to an individual at school or school-sponsored events.		students will result in parent conference, community service, referral to Student Services and/or in/out-of-school suspension.	in parent/guardian attending class with the student, loss of privileges, out-of-school suspension, and/or supervised lunch.
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**Bus Behavior**

At dismissal students who catch the bus are expected to line up outside for their respective bus. Students are expected to line up and enter the bus in an orderly manner. The bus driver has the right to ask any student to disembark the bus immediately if they display the following behaviors:

- ✓ Refusing to comply with bus regulations
- ✓ Fighting
- ✓ Bullying
- ✓ Disrespect to driver or other passengers
- ✓ Tossing items in or out of the bus
- ✓ Loud conversation
- ✓ Eating and/or drinking
- ✓ Vandalism
- ✓ Use of profanity

Please note failure for students to disembark from the bus if asked can result in the bus driver contacting police.

All students are expected to go directly home and not loiter around streets, businesses (e.g. Arnold’s). Students should endeavor to catch the assigned school buses.

**Safety Policy**

It is the goal at SSMS to ensure that all students and staff are safe while in the school building, as well as in close proximity to the campus. The school does not sanction any misconduct from students, employees, parents/guardians, or volunteers that interferes with any individual’s academic or professional performance or creates an intimidating, hostile or offensive environment for work or study. Actions contrary to this policy will result in disciplinary action, up to and including dismissal, expulsion and legal intervention.

Currently, the following policies are in place:

- Visitors must sign-in at the main office upon entering the building. All visitors will be issued a visitors pass that must be worn for the duration of the visit.
- Staff will escort visitors with appointments to their meeting venues.
- Students are not allowed to carry backpacks and large bags to class.
- Students are not allowed to leave the building without written permission (See early dismissal policy).
- Students are prohibited from engaging in any activities that could impede their safety or the safety of others, i.e. running, playing, fighting etc.
- Students are not permitted out of the classroom without a pass.

### **Student Use of School Telephone**

Students will be allowed to use school telephones to make essential calls to their parents/guardians during the school day. However, they must seek permission from the teacher/staff member in charge.

Parents are urged to anticipate any needs of their children to avoid having to communicate with them during the school day.

### **Cellular Telephone Policy**

During school hours, students are not permitted to use their cell phones, unless directed by a member of staff. If there is an emergency, students will be allowed to use a school telephone. All cell phones must be turned off and stored in the student's locked locker. Violation of this policy will result in the cell phone being confiscated by a staff member and given to the Administration. The cell phone will only be returned to a parent/guardian or adult named by the parent/guardian.

### **Locker Policy**

Each student will be assigned a locker and lock. Each student should remember his/her combination and not reveal it to other students. Please note that assigned lockers and locks are still the property of the school and as such, school administration has the right to open any locker when necessary, especially for safety reasons. Lockers are to be used to store school materials and supplies only. It is essential that all students' items are labeled, including book bags, since there is the possibility that students have similar items.

Students are only allowed to attend to their lockers before school, to retrieve lunch, after lunch and after school, before and after PE or MEE block when necessary. Therefore, it is essential that you emphasize with your child the importance of being organized. Each child needs to make certain they have all materials needed for the morning classes in the morning and the afternoon classes in the afternoon. Students will not be allowed to return to lockers to retrieve items left behind once the locker periods have ended. SSMS personnel are not responsible for any lost or stolen items that should be stored in the locker.

## **Securing Personal Belongings on Campus**

All students are expected to store their backpacks, lunch bag, gym bag etc. in their locker throughout the school day. Students are not allowed to carry bags into the classroom **except** for a drawstring bag, zipper binder or large zipper case allotted for carrying their books, pencil case, etc.

## **Restroom Policy**

Students are encouraged to use the restroom during their independent time (before school, during lunch period and after school). In cases of emergencies, students will be allowed to use the restroom during class time. Students are to collect a hall pass when permitted go to the rest room.

Parents/Guardians are asked to inform the school nurse or administration if their child needs special consideration for using the restroom for temporary problems. If there is a chronic condition, a doctor's note stating such must be on-file with the nurse who will confidentially inform teachers of this medical situation.

## **Transportation**

SSMS has two assigned school buses, route numbers 7 and 8, which transport students to and from Hamilton.

When wearing the school uniform, our students can easily be identified as SSMS students. We want our students to be model citizens who, by their decorum, represent their families and our community and attract other middle school students to SSMS.

## **Cafeteria and Meals**

All students are expected to respect the rights of everyone during the lunch periods. Students are to stay seated whilst eating and use conversational tones when speaking with friends. Students are responsible for ensuring that their eating area is clean before leaving.

Please remind your child that following lunch period, he/she must arrive at the next period on time, and that tardiness will not be tolerated.

Catered lunch is available daily. Notice will be given in advance if the cafeteria is closed.

## SSMS Reward & Consequence System- Sharpen & Blemish the Saw

Consequences are issued based on the school Code of Conduct which has been updated to align with MTSS and the MOED Code.

SSMS uses the *Blemish and Sharpen the Saw* form system. The names originated from 7 Habits for Highly Effective Teens-Sharpen the Saw is Habit 7 which brings everything together. The opposite of sharpen (which is something positive in this case) is blemish (a flaw, something negative) hence the Blemish the Saw.

A student is issued a *Sharpen the Saw* for positive behavior. It is completed by the member of staff and submitted to administration, the team leader and the office administrator. It should also be emailed to the parent/guardian. Students also receive house points for every kind deed indicated and for every form they get. In order to receive the house point the Sharpen the Saw card is completed and given to the student. The student takes it home for a parent/guardian to sign. It is the responsibility of the student to return it to school and place it in their house box in the main lobby.

The students per year level that received the highest number of Sharpen the Saws in a given week are recognized in Mondays assembly weekly and receive a free casual day pass and pass to *Baxters Take Out* for lunch. The pass to Baxters must be signed by a parent/guardian and the student is to give it to the principal or deputy whom signs the students name in the student pass sign out book. A student is clear to go when the principal or deputy signature is present.

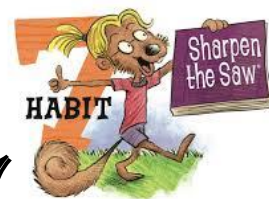
A student is issued a *Blemish the Saw* based on the consequence tier. It is completed by the teacher and submitted by email to administration, team leader and the office administrator. The team leader can vet the referral and determine any additional interventions e.g. Educational Therapy, Guidance; etc). Administration can also intervene if necessary.



**Sharpen the Saw**

■ Sharpen the Saw applies a simple principle that is the key to self-directed change.

■ Sharpening the saw is the true victory over self.



# SHARPENING THE SAW

<b>Student Name:</b>	<b>Date:</b>
<b>Year Level:</b>	<b>Time:</b>
<b>House:</b> <input type="checkbox"/> Scott/Cann <input type="checkbox"/> Swan/Robinson	<b>Teacher:</b>
<b>In School</b> <input type="checkbox"/> <b>Out of School</b> <input type="checkbox"/>	
<b>Demonstrating Effective Teen Habits:</b> Check all that apply	
<input type="checkbox"/> Random Acts of Kindness	<input type="checkbox"/> Stays on task through the assignment
<input type="checkbox"/> Completes homework on time	<input type="checkbox"/> Lead student centered activity
<input type="checkbox"/> Positive Work Ethics	<input type="checkbox"/> Growth in Academic Performance
<input type="checkbox"/> Respect for Others	<input type="checkbox"/> Effective use of Electronic Devices
<input type="checkbox"/> Follows core school values	<input type="checkbox"/> Participating in school events
<input type="checkbox"/> Follows school rules	<input type="checkbox"/> Walked away from dispute/fight
<input type="checkbox"/> Wearing uniform appropriately	<input type="checkbox"/> Representing the school in competitions, events, etc.
<input type="checkbox"/> Performing outside of comfort zone	<input type="checkbox"/> Exhibiting one of the 7 habits
<b>Give a brief description of positive incident.</b>	
<b>Total House Points</b>	

## Sharpen the Saw card



### SHARPENING THE SAW HOUSE POINTS

You're A.W.E.S.O.M.E.! \_\_\_\_\_

(Name of Student)

Keep up the proactive choices you make that determine your life!!!....

Swan/Robinson	Scott/Cann	Points (1 point for each action)
<input type="checkbox"/>	<input type="checkbox"/>	No. of Points ____

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

#### STUDENT ACTION DETAILS: (select all that applies)

- Arrives to class on time
- Positive work ethics
- Stays on task
- Shows academic growth
- Completes homework
- Follows core values
- Follows school rules
- Wears uniform correctly
- Exhibits 7 habits
- Respects others
- Lead student centered
- activity
- Effective use of devices
- Walks away from dispute/fight
- Act of Kindness
- Participates in school events
- Represents the school in offsite competitions

**LET ME HEAR  
YOUR P.A.N.T.H.E.R  
ROAR**





# BLEMISHING THE SAW TIER 1

Student Name:		Date:
Year Level:		Time:
In School <input type="checkbox"/> Out of School <input type="checkbox"/>		Teacher:
<p>Committing <b>TIER 1</b> MINOR OFFENCE (Teacher Response): Check all that applies</p> <p><i>*Teacher must call parent/guardian(s) in addition to staff action</i></p>		
<input type="checkbox"/> Absent	<input type="checkbox"/> Cheating/Academic Dishonesty	<input type="checkbox"/> Computer Misuse
<input type="checkbox"/> Communication Devices	<input type="checkbox"/> Defiance/Insubordination	<input type="checkbox"/> Destruction of Property/Vandalism
<input type="checkbox"/> Disrespect	<input type="checkbox"/> Disruption of Class/School	<input type="checkbox"/> Failure to Attend a Detention
<input type="checkbox"/> Forgery	<input type="checkbox"/> Jewellery	<input type="checkbox"/> Littering
<input type="checkbox"/> Locker Misuse	<input type="checkbox"/> Theft/Stealing/Robbery	<input type="checkbox"/> Uniform Infractions
<p><b>Location of Incident:</b> Check <b>One</b></p>		
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway
<input type="checkbox"/> School Field	<input type="checkbox"/> Stairwell	<input type="checkbox"/> Auditorium
<input type="checkbox"/> School sponsored function	<input type="checkbox"/> School sponsored transport	<input type="checkbox"/> On school property
<input type="checkbox"/> Off school property	<input type="checkbox"/> Not school sponsored event	<input type="checkbox"/> Bus



<input type="checkbox"/> Other		
<b>Give a brief description of Blemishing Incident.</b>		
<b>Action Taken: check one</b>		
<input type="checkbox"/> Verbal reprimand or written warnings	<input type="checkbox"/> Verbal or written student apology	<input type="checkbox"/> Positive behavior redirection/ correction opportunity
<input type="checkbox"/> Student conference	<input type="checkbox"/> Parent contact – call or email	<input type="checkbox"/> Loss of privileges
<input type="checkbox"/> Lunch Detention (LD)	<input type="checkbox"/> After School Detention (ASD) – ½ hour	<input type="checkbox"/> Suggested strategies from Student Services
<input type="checkbox"/> Other teacher intervention		

**\*Intensity of the offence is at discretion of the referring Staff member.**

***Motivate . Educate . Empower***



# BLEMISHING THE SAW TIER 2

<b>Student Name:</b>	<b>Date:</b>
<b>Year Level:</b>	<b>Time:</b>
<b>In School</b> _____ <b>Out of School</b> _____	<b>Teacher:</b>

**Committing Tier 2 PATTERN OF BEHAVIOR OFFENCES (Mentor/Team Leader Response)**

***\*Advisor must call parent/guardian (s) in addition to Mentor/Team Leader action***

<input type="checkbox"/> Excessive or Repeated Tier 1 behavior (responses have been exhausted by classroom teacher)	<input type="checkbox"/> Attack on Students/Fighting	<input type="checkbox"/> Bullying/Harassment/ Instigating A Fight/ Cyber/ Texting
<input type="checkbox"/> Bus Behavior	<input type="checkbox"/> Casual / Grub Day Infractions	<input type="checkbox"/> Defamation / Falsehood
<input type="checkbox"/> False Alarms / Bomb Threats	<input type="checkbox"/> Gambling	<input type="checkbox"/> Gang-Related Activity
<input type="checkbox"/> Late - Unexcused	<input type="checkbox"/> Sexual Misconduct	<input type="checkbox"/> Stalking
<input type="checkbox"/> Use of Unsupervised Areas	<input type="checkbox"/> Verbal Abuse/ Profanity	

**Location of Incident: Check One**

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway
<input type="checkbox"/> School Field	<input type="checkbox"/> Stairwell	<input type="checkbox"/> Auditorium
<input type="checkbox"/> School sponsored function	<input type="checkbox"/> School sponsored transport	<input type="checkbox"/> On school property
<input type="checkbox"/> Off school property	<input type="checkbox"/> Not school sponsored event	<input type="checkbox"/> Bus
<input type="checkbox"/> Other		

**Give a brief description of Blemishing Incident.**

**Action Taken:** check **one**

<input type="checkbox"/> Team Meeting (Mentor/Team and Student)	<input type="checkbox"/> Parent Conference/Mentor and Team Meeting	<input type="checkbox"/> Lunch Detention/Silent Lunch (LD)
<input type="checkbox"/> Advisor Afterschool Detention (24 hr notice)	<input type="checkbox"/> Reflection after-school ½ hour	<input type="checkbox"/> Reflection time with Mentor/Team Leader/Student Service during Lunch
<input type="checkbox"/> Contract	<input type="checkbox"/> Referral to Student Services	<input type="checkbox"/> AM or PM spent with ET/ETA for services
<input type="checkbox"/> Other intervention		

**\*Intensity of the offence is at discretion of the referring Staff member.**

***Motivate . Educate . Empower***



# BLEMISHING THE SAW TIER 3

<b>Student Name:</b>	<b>Date:</b>	
<b>Year Level:</b>	<b>Time:</b>	
In School _____      Out of School _____	<b>Teacher:</b>	
<p><b>Committing <span style="background-color: yellow;">TIER 3</span> CRITICAL/MAJOR OFFENCES (Administration/Student Services Response):</b></p> <p style="background-color: yellow; color: red;"><b><i>*Administrators must call parent/guardian (s) in addition to Administration/Student Services action</i></b></p>		
<input type="checkbox"/> Excessive or Repeated Tier 1 or Tier 2 behaviors. (responses have been exhausted by classroom teacher and Team)	<input type="checkbox"/> Alcohol Violation	<input type="checkbox"/> Arson / Fire
<input type="checkbox"/> Attack on Staff or Threatening Staff	<input type="checkbox"/> Attack on Students / Fighting (Serious)	<input type="checkbox"/> Drug Violation
<input type="checkbox"/> Insubordination	<input type="checkbox"/> Stalking	<input type="checkbox"/> Tobacco
<input type="checkbox"/> Weapons	<input type="checkbox"/> Sexual Misconduct (Serious)	
<p><b>Location of Incident:</b> Check One</p>		

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway
<input type="checkbox"/> School Field	<input type="checkbox"/> Stairwell	<input type="checkbox"/> Auditorium
<input type="checkbox"/> School sponsored function	<input type="checkbox"/> School sponsored transport	<input type="checkbox"/> On school property
<input type="checkbox"/> Off school property	<input type="checkbox"/> Not school sponsored event	<input type="checkbox"/> Bus
<input type="checkbox"/> Other		
<b>Give a brief description of Blemishing Incident.</b>		
<b>Action Taken:</b> check one		
<input type="checkbox"/> Referral to Student Services/Other Support Services follow up	<input type="checkbox"/> Time out in Student Services	<input type="checkbox"/> Parent Meeting with Administration
<input type="checkbox"/> ISS for serious offences	<input type="checkbox"/> Restitution (a serie steps)	<input type="checkbox"/> Referral to Mirrors

**\*Intensity of the offence is at discretion of the referring Staff member.**

***Motivate . Educate . Empower***

# SSMS Parent Responsibilities

## Communication with SSMS

Note: Remember that you, the parent/guardian, are responsible for seeing that your child is in school and on time every day. Make it a habit to check agendas for assignments to ensure that they are complete and well done. We also suggest that you stay in touch with us using any of the ways provided:

It is easy to –

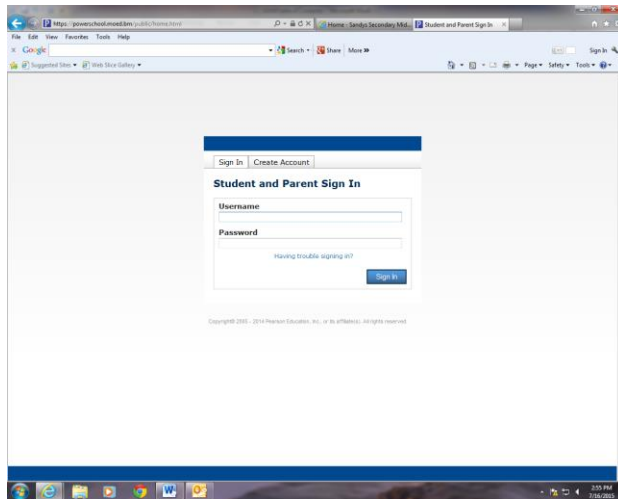
Maintain Communication with SSMS Online with

## POWERSCHOOL

<https://powerschool.moed.bm/public>

PowerSchool is a fully integrated, web based, cross-platform student information system. PowerSchool gives you the power to stay on top of student's progress and can be set up to email updates and online access to schedules, grades, homework, attendance information and teacher comments.

Login instruction can be obtained from SSMS.



## **Parent, Teacher, Administration Conferences**

You are encouraged to obtain information about your child using the ways presented in the “SSMS” section of this handbook. As you review this information, arrange for conferences with your child’s teacher to gain even more insight into how well your child is performing. Being informed will enable you to play a more significant role in assisting your child’s teachers in addressing concerns and in maintaining success. A key indicator of student success is directly linked to parent/guardian involvement and support. Even when things are going well for your child, it is encouraging for him/her to know that both parents and teachers share a mutual concern about their well-being and academic successes.

Be certain to check the school calendar for the dates and times of formal parent-teacher conferences. These occur at the midpoint of each quarter. During these conferences you are encouraged to meet with all your child’s teachers. These conferences are scheduled at times that accommodate work schedules of parents/guardians as much as possible.

## **SSMS Parent Teacher Association (PTA)**

All parents/guardians are expected to be active participants in the SSMS PTA. The PTA provides parents/guardians with the organizational structure and network capabilities for families to work collaboratively in making SSMS a highly effective school in Bermuda. Check your calendar for meeting dates and times.

## **Visitors and Volunteers**

SSMS welcomes all visitors and volunteers. If you are coming to meet with a teacher or administrator about your child, as a volunteer, parents/guardians are strongly encouraged to call to schedule an appointment. If you are interested in volunteering, please contact the administrative staff who will connect you to the appropriate staff member.

Children from other schools will not be allowed into the building unless accompanied by an adult. It is expected that all visitors will exhibit proper decorum while in the building.

## **Lost and Found**

You are reminded to label all of your child’s belongings. This will enable us to return lost items expediently. All unidentified ‘lost and found’ items will be left at the lost and found area located near the security in the main lobby. Also students are encouraged to check their classroom for any misplaced items. At the end of each semester, unclaimed clothing will be donated to charity or afforded to ‘in need’ students.

Finally, it is highly recommended that large amounts of money and/or valuables are not brought to school. The school will not assume liability if these items are lost or stolen.



## Sandys Secondary Middle School

42 Scott's Hill Road  
Sandys MA 03, Bermuda  
Telephone: (441) 234-1346 - Fax: (441) 234-3331

### FIELD TRIP PERMISSION FORM

**Date**

**Dear Parents/Guardian(s):**

Introduction about event

**Date:**

**Attire:**

**Destination:**

**Arrival Time:**

**Return Time:**

**Return by:**

**Items to bring:**

---

**Student Name:** \_\_\_\_\_

By signing below, I/we understand and agree to the specifics as listed above and give permission for my/our child to fully participate on this field trip.

**Parent Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Motivate • Educate • Empower*



## **Student Council**

The Student Council is like the student government and known as the *voice of the students*.

It is a group of students elected by their peers to address issues of concern and organize student events and activities.

-Oxford

Elections are held at the beginning of the school year for the following positions:

President

Vice President

Treasurer

Secretary

Public Relations

M1 Year Level Representative

M2 Year Level Representative

M3 Year Level Representative

## **School House System**

SSMS has two houses:

Scott-Cann which is blue and yellow

Swan Robinson which is red and white.

The houses are named after former founders of SSMS.



## Hallway

1. Walk on your left when in the hall
2. Use your inside voices during transition times
3. Ensure that you are on time for class
4. Avoid skylarking and playfulness during transition
5. During class time you must have a pass-  
*leave class, have a pass*

## Locker times

- Before & After school
- Before and after lunch time, PE and MEE block

## School Bags/Backpacks

- You should not have school bags/backpacks until 3:26pm
- You should not have school bags/backpacks in the cafeteria
- You should not have school bags/backpacks in classes;  
**drawstring bags, zipper binders;etc only**

Design from Postmywall.com

# Classroom rules

Be Respectful

Be Responsible

Be Safe

Be Ready to Learn

## Entrance Procedure:

- Enter Quietly
- Begin Do Now

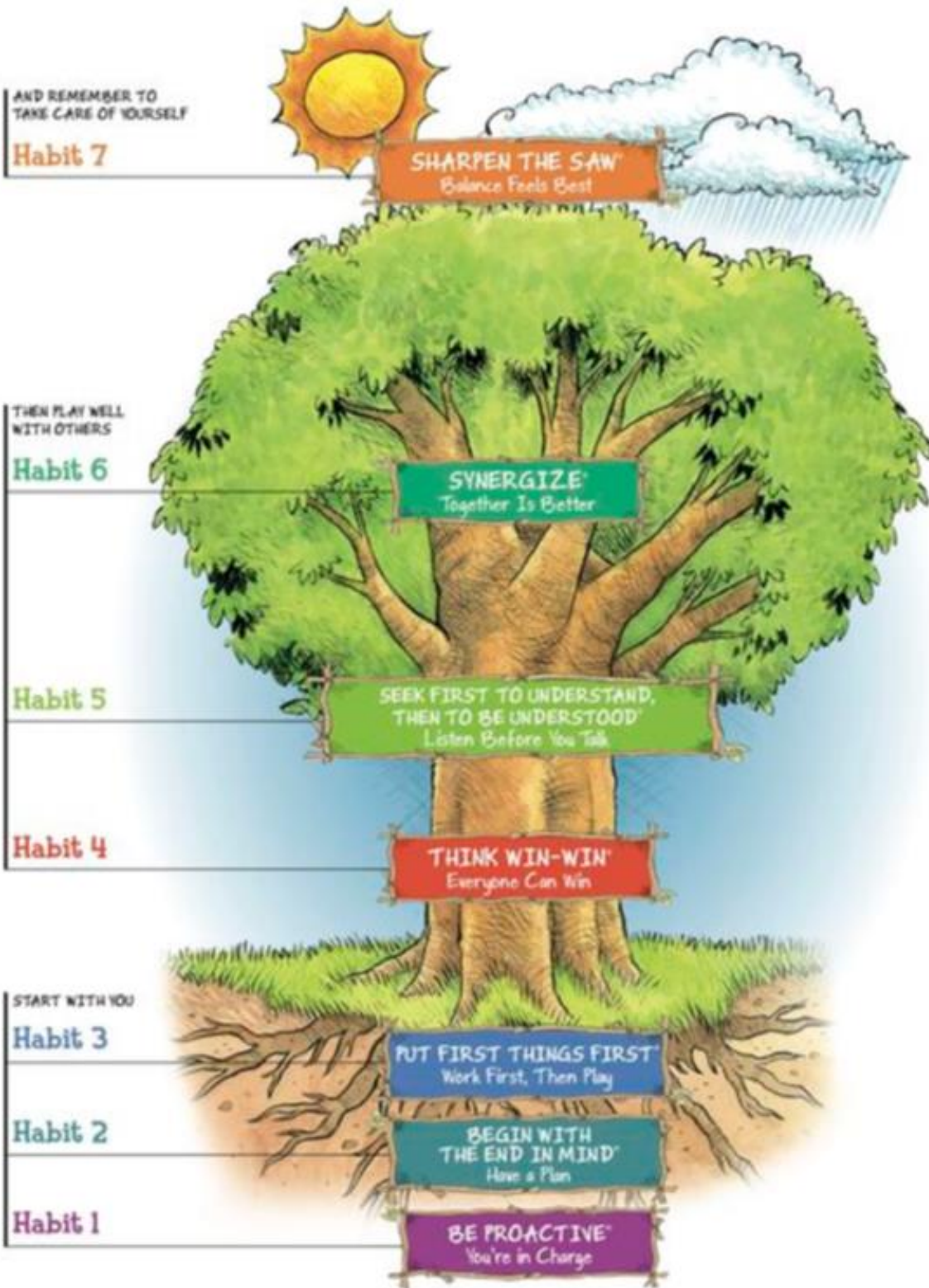
## Exit Procedure

- Complete Exit Ticket
- Push in chair
- Stand behind desk
- Wait for dismissal

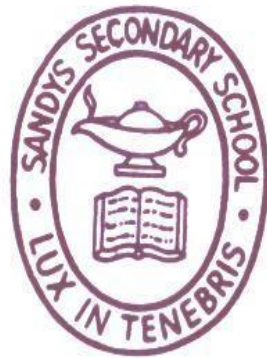


Est. 1927

# The 7 Habits<sup>®</sup> Tree



## School Crest



*Est. 1927*

## Our Panther



