

Spruce Mountain Middle School

Student Handbook

2021 - 2022

SMMS Vision Statement

At Spruce Mountain Middle School we strive to take care of ourselves, take care of each other, and take care of our school. We support a positive, respectful climate that encourages us to be well-rounded, lifelong learners.

WELCOME!

Dear Students,

The entire staff of Spruce Mountain Middle School welcomes you to an exciting 2020-2021 school year! We will work hard to give you the best educational experience possible. In return, we ask you to work your hardest and get involved in school activities. This handbook outlines the guidelines we need to follow in order to keep our school an enjoyable place to learn, and one in which everyone feels *safe, welcome, and respected*. Please read your handbook carefully, and if there is any way we can help you during the school year, be sure to speak up. Let's have a great year!

~ Spruce Mountain Middle School Staff

District Calendar

2021 - 2022

August 30 and August 31- Teacher Workshop

September 1 - December 3 Trimester 1

September 6 - Labor Day

September 1 - First Day of School

September 22 - Early Release Day

October 11 - Indigenous Peoples' Day

November 11 - Veterans Day Observed

November 24 - 26 Thanksgiving Break

December 6 - March 18 Trimester 2

December 22 - Early Release Day for Students & Staff

December 23 - January 3 Winter Break

January 17 Martin Luther King Jr. Day

February 21 - President's Day

February 21 - 25 February Vacation

March 21 - June 10 Trimester 3

April 18 - Patriot's Day

April 18 - 22 April Vacation

May 30 - Memorial Day Observed

*June 10 - Last Student Day, Early Release Day

**Actual last day of school is dependent upon the number of snow days used.*

BEHAVIORAL DEFINITIONS

1. Abusive Language – Language that is disruptive to the educational environment of school, including swearing, obscenity, vulgarity, threatening, or disrespect.
2. Alcohol or drugs – The use, possession, or sale of illegal drugs or look-alike drugs including alcohol, marijuana, cocaine, and/or others.
3. Bullying – Any physical threatening or intimidation that causes a person to feel uncomfortable will be reported to teachers, the school counselor, principal, and/or dean of students.
4. Fighting - Having or threatening physical contact with another person with the intent to inflict harm.
5. Hazing – Engaging in planned and/or repeated action which recklessly or intentionally endangers the mental or physical health of a student.
6. Insubordination - Refusal to comply with reasonable requests made by any staff member.
7. Loitering - To stand or wait around idly or without apparent purpose.
8. Plagiarism – To steal another’s work and pass it off as one’s own.
9. Restorative Room – A designated location, staffed by trained personnel, intended to help students reflect and regroup in order to return to and learn productively in class.
10. Silent Lunch – A form of in-school detention in which students who have been referred by a teacher or administrator for behavior issues eat their lunch in a designated location and reflect silently.
11. Tardiness – Arriving late to class or school unexcused.
12. Theft - Taking, giving, or receiving property or services not belonging to you.
13. Tobacco – The use or possession, sale or distribution of tobacco and tobacco products/paraphernalia in any form, including electronic cigarettes (“vapes”).
14. Unexcused Absence – Any absence that has not been excused by the Principal.
15. Vandalism – Intentional destruction of objects or materials belonging to the school, school officials, or other persons.

SPRUCE MOUNTAIN MIDDLE SCHOOL DAILY SCHEDULE

Grade 6: Willow Community

| | |
|-------------|--------------|
| 7:30-7:45 | Homeroom |
| 7:50-8:25 | Phoenix Time |
| 8:30-9:15 | Exploratory |
| 9:20-10:05 | Period 1 |
| 10:10-10:55 | Intervention |
| 11:00-11:30 | Lunch |
| 11:35-12:20 | Period 2 |
| 12:25-1:10 | Period 3 |
| 1:15-2:00 | Period 4 |

Grades 7/8: Maple Community

| | |
|-------------|--------------|
| 7:30-7:45 | Homeroom |
| 7:50-8:25 | Phoenix Time |
| 8:30-9:15 | Period 1 |
| 9:20-10:05 | Intervention |
| 10:10-10:55 | Period 2 |
| 11:00-11:45 | Period 3 |
| 11:50-12:20 | Lunch |
| 12:25-1:10 | Exploratory |
| 1:15-2:00 | Period 4 |

Grades 7/8: Oak Community

| | |
|-------------|--------------|
| 7:30-7:45 | Homeroom |
| 7:50-8:25 | Phoenix Time |
| 8:30-9:15 | Period 1 |
| 9:20-10:05 | Intervention |
| 10:10-10:55 | Period 2 |
| 11:00-11:45 | Exploratory |
| 11:50-12:35 | Period 3 |
| 12:40-1:10 | Lunch |
| 1:15-2:00 | Period 4 |

Grades 7/8: Cedar Community

| | |
|-----------------------------|------------------------------|
| 7:30-7:45 | Homeroom |
| 7:50-8:25 | Phoenix Time |
| 8:30-9:15 | Period 1 |
| 9:20-10:05 | Intervention |
| 10:10-10:55 | Exploratory |
| 11:00-11:45 | Period 2 |
| 11:50-12:20 7th - Lunch | 11:50-12:35 8th - Block 3 |
| 12:25-1:10 7th - Block 3 | 12:40-1:10 8th - Lunch |
| 1:15-2:00 | Period 4 |

STUDENT PICK-UP/DROP OFF

The earliest time that your parents should drop you off at school is 7:30 a.m. Any exception to this rule must be arranged through the office.

SCHOOL CLOSING AND EARLY DISMISSAL

School closings or early dismissals due to inclement weather or other unforeseen events will be communicated through robocall and/or local news stations. Contact the school if you would like your phone number added to the RSU73 robocall list.

Because of the size of our school district, safe traveling on snowy days can be quite different between one area and another. Therefore, if school has not been canceled, your parents or guardians have the right to keep you home if they feel that the road conditions are too hazardous for travel in your area. Your absence will be considered an excused absence. Again, please ask them to notify the school if they choose to keep you home.

SMMS School-Wide Expectations

School rules are merely common sense. They are designed to facilitate the smooth and safe operation of the school. Following the rules of the school will help to ensure that each student receives the maximum educational opportunity from Spruce Mountain Middle School. Generally speaking, treat others as you would like to be treated. We have organized these expectations into three categories, based on our motto: "Take care of yourself, take care of each other, and take care of this place."

Take Care of Yourself

“Taking care of yourself” is about making choices with your physical, emotional, and spiritual well-being in mind. It means being kind to yourself, learning from mistakes, and being responsible for your own actions and learning. After all, we cannot care for other people well if we don’t care for ourselves first.

HAVE A PROBLEM? WE GOT YOU!

From time to time we all need someone to talk to when we have a problem. Here is a list of people you can call upon:

- Your parents
- A classroom teacher you like and trust
- Ms. Siggins, School Social Worker
- Ms. Jewett, School Nurse
- Officer Gilbert, School Resource Officer
- Mr. Collins, Dean of Students/Athletic Director
- Ms. Kennedy, Administrative Assistant
- Mrs. Luce, Principal

SCHOOL ATTENDANCE

We need you here! Attendance is one of the most important factors in student success. Research shows that students who miss 18 days or more during the course of the academic year will struggle to make one year’s growth. You are expected to be in school every day that school is in session, unless legally excused. The State Department of Education and the local school system consider only the following as legal excuses for missing school:

1. Personal illness
2. Appointments with health professionals that cannot be made outside of regular school hours
3. Observance of recognized religious holidays when the observance is required during the regular school day
4. Planned absences for personal or educational purposes, which have been approved in advance (Students are encouraged to use the extended absence form in the office, to be signed by teachers to plan for missed schoolwork.)
5. Emergency family situations

Each day that you are absent from school, **your parent or guardian MUST contact the school** by telephone (879-4319) between 7:30 and 8:30 a.m. and give the reason for your missing school. If the school is not notified, the absence will be treated as unexcused. If your parent is unable to phone on the day of the absence, then you must bring in a written excuse upon return to school. All students who have missed school must report to the office to receive a readmission slip. Also, you must be in your homeroom by 7:45 a.m. or you will be considered tardy. If you are late or absent without an excuse, expect to make up your time. *Students who are tardy (unexcused) more than three times will be assigned an after school detention from the office administration. For each unexcused tardy thereafter, office administration will assign an additional after-school detention.* If you are absent from school on the day of an after-school athletic event, fun night, or special event, you are ineligible to attend these events. Exceptions to this rule must be cleared through the Principal.

Your parents may request books and assignments for you if you are absent by notifying Mrs. Kennedy (879-4319) before 10:00 in the morning. Books and assignments may then be picked up after school in the main office.

ACADEMIC ACHIEVEMENT

Caring for yourself in school, of course, involves the need to take responsibility for your own learning and striving to do your best in your academic classes.

GRADING

You must achieve a grade of at least 65 (D-) in order to be considered passing a subject. The corresponding letter and numeric grades are as follows:

| | |
|----------|---|
| 92 – 100 | A |
| 83 – 91 | B |
| 74 – 82 | C |
| 65 – 73 | D |
| Below 65 | F |

All report cards will be sent home with you at the end of the trimester. The bottom section of the report should be signed and returned to the homeroom teacher within one week.

HONOR ROLL

Any student receiving all A's is placed on the High Honor Roll. Any student receiving all A's & B's is placed on the Honor Roll. Grades in all subjects, including Art, Health, Music, Spanish, and Physical Education, as well as the academic subjects, are considered when determining honor roll students. Work hard and get help when you need it; you can do it!

PROMOTION, TRANSFER, AND RETENTION

If you have failed two or more academic classes when averaged for the year, you will be considered for summer school or retention. Students (8th graders) who do not pass all classes may not be invited to take part in our end of the year promotion night. Other factors that may affect whether you are promoted or retained include attendance, health, maturity, age, attitude, and academic potential; a committee will make decisions on placement. For more information, please refer to the district website (Policy [IKE](#)).

STUDENT RESPONSIBILITIES

The primary purpose of public education is learning. All students are expected to be cooperative and polite. School work is expected to be completed on time, be done as neatly as possible, and demonstrate your best effort. Listen to instructions, and please ask for help if you do not understand. More details on that:

- You are expected to be on time and use class time well; you should not loiter in the halls or in the restrooms.
- Cheating is inexcusable; don't do it.
- Plagiarism cheats yourself out of learning and cheats others out of recognition for their work. Students must be very careful when researching that they do not copy the work of another and turn it in for credit. If there is any question in your mind, consult your teacher.
- Respect your body and keep it healthy. Selling, furnishing, using, or possessing prohibited substances (including e-cigarettes, tobacco, pipes, prescription/non-prescription drugs, and/or look alike drugs or paraphernalia) will not be tolerated. Consequences include, but are not limited to, police notification, suspension, and expulsion.

- Marking your skin, piercing, or cutting yourself or others is not acceptable behavior in school.
- If you are ill, you must report to the office to authorize your dismissal. You may not call home without permission from a staff member, even on your own phone.
- Hydrate yourself! Water (only) is allowed in water bottles with closed lids.

PASSES

You need to be responsible and accountable for yourself at all times.

- You will be asked to use a pass when leaving the classroom.
- You **MUST** report to the office when they come in tardy and before you leave the school building during the school day, for any reason. Tardy students will receive a pass from the office to be admitted to class.
- You are not allowed outside during the school day without supervision.

DRESS AND PERSONAL GROOMING

Student dress for school should be appropriate and functional. Understand that how you dress affects how others may perceive you. Clothing appropriate outside of school may not be appropriate for the learning environment. Clothing should not distract or detract from the educational process. Please consider the following parameters:

- Clothing, including jewelry and other accessories, are expected to be appropriate for the learning environment. They should strengthen school spirit and pride and focus attention upon learning and away from distractions.
- Clothing that openly exposes a student's midriff, chest, rear-end, or underpants is unacceptable.
- Sheer or see-through clothing is not acceptable.
- Length of skirts and shorts must provide appropriate coverage.
- Clothing, including face coverings, advertising, depicting, featuring, or referring to alcohol, tobacco, weaponry, violence, drugs, or profanity is not allowed. Racist, sexist, sexual, or otherwise harassing material is also not allowed.
- Clothing that presents a safety concern, such as shoes with wheels in the soles, high heels or large chains on clothing or worn around the neck, or that causes maintenance problems, such as cleats, shoes that scratch floors, are not allowed.
- Hats and hoods are not to be worn in the building, except on designated spirit days or during fundraisers.

Students not wearing acceptable attire will be reminded and given the opportunity to change into acceptable attire. Parents will be contacted if there is an ongoing issue with appropriate attire. The final determination for appropriate dress is at the discretion of administration.

INTERNET ACCEPTABLE USE POLICY,

Students at SMMS are issued computers to help them both learn digital skills and do class work more productively. This means you will have your own laptop for school use! However, before you can access the Internet at school, you must have parental permission and acknowledgment of our acceptable use policy. Once the online permission form is signed by you **AND** your parent/guardian, you will be issued a laptop. Misuse of the Internet will result in disciplinary action in accordance with the [RSU 73 policy](#).

SMMS LAPTOP GUIDELINES

The laptop is a school-issued instructional tool, used for academic purposes especially during school hours. It is your responsibility to care for/store it appropriately and keep it charged. It should be used in appropriate areas

only (for example, not in a moving vehicle). Do not apply stickers or skins that leave a residue to the laptop, but snap-on covers are allowed. More specific expectations for the use of individual student computers are below:

| INFRACTION | FIRST OFFENSE | SECOND OFFENSE |
|--|--------------------|--|
| Left laptop in an undesignated location | Verbal Warning | Loss of take home privilege for 1 week |
| Careless handling/abuse of the laptop | Verbal Warning | Loss of take home privilege for 1 week |
| Inappropriate use of the laptop (games, chatting, etc.) | Verbal Warning | Loss of take home privilege for 1 week |
| Left laptop at home | Verbal Warning | Loss of take home privilege for 1 week |
| Laptop is not charged sufficiently at the start of the day | Verbal Warning | Loss of take home privilege for 1 week |
| Accessing inappropriate/unauthorized websites | Referral to office | |
| Cyber bullying/harassment | Referral to office | |
| Damage to laptop | Referral to office | |
| Using another student's laptop without teacher permission | Referral to office | |

If you were to lose your laptop for 1 week (as above), this means:

- You will not take your laptop home for 5 days.
- You will access your laptop in school for academics only.

Additional offenses will follow the “second offense actions” or earn a referral to the office as appropriate.

If you are referred to the SMMS Office for a computer infraction, your parents will be notified, and you could receive a detention, loss of laptop (or program), or suspension for serious offenses. Your teachers will also be notified as to the disciplinary action assigned by the office.

CELL PHONE USE

We understand that phones have become a part of our society and culture. We also understand that they are expensive devices and contain a lot of private information. In addition, they can also be very useful for classroom purposes on occasion. However, unless specifically requested by a teacher, students' use of cell phones must be limited for safety reasons and to prevent distractions. Please follow these guidelines:

- Students are to turn off their phones upon the start of the day at 7:45 and secured in lockers.
- Phones may be utilized at the end of the day, during bus dismissal only -- not at locker breaks, during Intervention, or between classes.
- Cell phones are not to be used by students during school hours, unless given permission by a staff member.

- Phones or other electronic devices will not be permitted in the bathrooms or locker rooms. Use of video, voice recording, or cameras is expressly prohibited in these locations (and requires teacher permission in other situations).
- When possible, students are expected to make their transportation arrangements before arriving at school each day.
 - All calls must go through school phones in order to monitor attendance and for security reasons.
 - All student calls regarding illness and/or dismissal from school **MUST** go through the main office.
 - All other phone calls for detention, extra help, and changes in after-school activity schedules should be made through the phones in the classroom areas.

If you violate these expectations, it may result in the cell phone being confiscated, your parents notified, and/or additional consequences may be assigned depending on the circumstances.

INTERSCHOLASTIC SPORTS AND AFTER-SCHOOL ACTIVITIES

Being active and involved is part of taking care of yourself, too. SMMS offers the following interscholastic sports for middle school students:

- Fall: soccer (girls/boys), cross country, field hockey
- Winter: basketball (girls/boys), cheering
- Spring: softball, baseball, track

If you have any questions about participation, please see Mr. Collins, our Athletic Director. Additionally, SMMS offers various after school activities and intramurals. We are always looking for new activities to consider. If you have any ideas, please see Mr. Collins in the main office.

ELIGIBILITY FOR ATHLETICS AND OTHER AFTER SCHOOL ACTIVITIES

Our school's eligibility rule is clear: Students who are not achieving passing grades in all subjects or have serious behavioral issues will, in most instances, be ineligible to participate. If you (as a student athlete) are failing any subject during a sports season, you will have two weeks to show improvement in your grade, and an additional two weeks to bring your grade to the passing level. During this four-week period, you may participate in practice, but cannot compete in games. If you have not brought the grade to a passing level during the four-week period, you will be ineligible for the remainder of the season. You also must be in school the day of a scheduled athletic contest in order to play in it. The office must clear exceptions. Finally, you must have a current physical prior to participating in any sport.

CONDUCT AT SOCIAL FUNCTIONS

Taking care of yourself also means being responsible at school, even outside the regular classroom.

Expectations for student conduct at school functions (such as dances) are below; please follow them:

1. Once a student is admitted to the social function, he/she is not to leave and be readmitted.
2. School social functions are open only to Spruce Mountain Middle School students.
3. Students whose behavior is inappropriate will be asked to leave; parents will be called to come pick up their child.
4. Once students leave a social function, they must leave the school grounds and the general school area.

All school rules apply to students transported on school buses to all school functions/activities.

MEDICATION POLICY /MEDICAL TREATMENT AT SCHOOL

Medications will be given at school only when it is absolutely necessary. If at all possible, we encourage medications to be taken at home. For example, if a medication is to be administered three times per day, please take it before school, directly after school, and at bedtime.

1. Medication is only to be given by school personnel with written permission from the parent and a written order from a licensed physician. A medication should always be in a properly labeled bottle to include your (the student's) name, name of drug, and dosage. Medication should be provided in the original prescription bottle, unless other arrangements are made with the nurse. This policy applies to all medications, whether over-the-counter or prescribed by a physician.
2. The school will provide no medication.
3. At no time should you have medication in your possession in school unless the physician states an inhaler or epi-pen needs to be with you at all times.
4. More information can be found online (policy [JLCD](#)).

The school nurse is on duty in our school several days each week. Passes to see the nurse are issued by the nurse, office, or teaching staff. If you are injured in any way during the school day, you must report it to school personnel as soon as possible.

All students must be properly immunized to attend school. Any student found to have an infectious disease or condition can expect to have his/her parents notified to take them home until documented treatment has been administered. Please stay home if you are ill!

Physicals are required for students who wish to participate in interscholastic sports. If you do not have a current physical exam dated within two years of participation, you will not play.

HARASSMENT

You have the right to be treated respectfully by others; RSU 73 ensures equal educational opportunities regardless of race, sex, color, national origin, religion, marital status, age, or handicap. Sexual harassment, in particular, often involves feelings of helplessness; it can be distressing when it happens to an adult and particularly frightening for a young person. Harassment of anyone because of race, color, gender, sexuality, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on race, color, gender, sexuality, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in RSU 73 Board policy. If you are offended by others' sexual comments, jokes or physical gestures, or if you are the victim of unwanted physical touches, strokes, embraces, pressure for dates, or other sexual advances, you can:

1. Tell the individual that you are offended and that you want the behavior stopped.
2. Report the incident to the teacher, principal, or school counselor.
3. Report the incident to RSU 73's Affirmative Action Officer, Chris Hollingsworth, at 207-897-6722.

For further information, please visit RSU 73's district [policy webpage](#).

CUSTODY

If there is a court order that relates to your custody, your parents should provide a copy to the principal so that it can be included in your file.

LOST AND FOUND

Check with the main office and the gym office when you lose or find any item.

Take Care of Each Other

“Taking care of each other” is about being respectful of peers and staff, enabling them to learn and do their jobs effectively. Remember, we are all in this together!

SCHOOL FUNDRAISERS

To enable us to participate in field trips or other shared experiences, typically, twice a year, our school participates in major fundraising campaigns. Your involvement is greatly appreciated and encouraged, but it is always voluntary.

GENERAL BEHAVIOR EXPECTATIONS

- Be kind to others. Aggressive behavior, fighting, or abusive language towards others on school grounds is never acceptable. Such behavior will be subjected to disciplinary actions.
- Be safe! Anyone caught tampering with, discharging, or abusing fire extinguishers may be subject to suspension.
- Be respectful. The use of profanity is inappropriate and may result in disciplinary actions.
- Also, respect your teachers and other school staff; they are here to help you and other students learn. Although you may not always agree with their requests, you must follow them in order to keep our school a calm and civil place. Insubordination will not be tolerated.

RESTORATIVE MEASURES

Our school believes in “restorative practices,” meaning our primary goal is not to punish but to restore positive relationships, safety, and school culture when something goes wrong. If you violate behavioral expectations, you may be subject to the following actions:

Teacher/Community Level:

Disciplinary action may be enforced at the classroom and/or community level and could include Restorative Room referral, after-school detention, silent lunchtime detention, loss of community activity time or student-centered time, etc.

Administrative Level:

At this stage, disciplinary action has moved beyond the classroom/community level. The administrative level may include the following:

- **Administrative Detention:** Assigned by the administration. Unexcused absences from an Administrative Detention may result in In-School Suspension and/or Out of School Suspension.
- **In-School Suspension:** Assigned by the administration to be served in a designated area for the length of the school day. You may not participate in school functions. Your parents will be notified.

- **Out-of-School Suspension:** Assigned by the administration to be served out of school for up to 10 days. You may not participate in school functions during the duration of the suspension. Your parents will be notified.
- **Expulsion:** You may be suspended from school immediately and a recommendation of expulsion will be made to the Superintendent of Schools. Your parents will be notified.

DISPLAYS OF AFFECTION

Public displays of affection are offensive to many students and staff. Please show respect for yourself and others by refraining from behaviors such as hugging, kissing, and hand-holding. Continued violations will result in disciplinary actions.

RESPECT FOR PROPERTY

Students are expected to respect the rights and the property of the district and all others who are on school property. Any student who causes damage to, or steals personal or school property, or in any way interferes with a vehicle while on school property, will be subject to monetary restitution and disciplinary action. Any student who tampers with, damages, or takes from or puts items into a locker or other property owned or assigned to a student, a teacher, or any other person in the district without permission, will be subject to disciplinary action based on the severity of the theft or vandalism, which may include suspension.

BULLYING

Taking care of each other includes being supportive and understanding. Bullying is the opposite. SMMS and RSU 73 take bullying, including cyberbullying, very seriously. It hurts not only the target but others who witness the behavior. It can create a hostile environment and interfere with students' ability to learn and participate in school activities. If you are found to be bullying another student, you could face suspension, expulsion, or other consequences. If you *see* a student bullying another, or if you experience bullying yourself, you should report it using a specific form in Ms. Siggins' or the main office. You and your parents can view the full district policy ([JICK](#)) on bullying online.

HAZING

Like bullying, hazing another student is unacceptable, dangerous, and will not be tolerated.

- If it is determined that you have participated in hazing another student, you may be suspended from school for 5 to 10 days.
- If you were to engage in a second incident of hazing during your middle school years, you will be suspended from school for 10 days, dropped from all extracurricular activities, and will not be allowed to participate for at least the next semester. You also will be referred to the school committee. The committee will then hold a hearing to consider if you should be denied participation in extracurricular activities *in addition to* the next semester or suffer other consequences up to and including expulsion.

All incidents of hazing will be referred to the building administrator who will report the incident to the superintendent of schools for review and possible further disciplinary action as appropriate.

WEAPONS, VIOLENCE, THREATENING BEHAVIOR, AND SCHOOL SAFETY

Students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. You are expected to conduct yourself with respect for others and in accordance with School Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of students exhibiting violent or threatening behavior to the building administrator for investigation and appropriate action.

Take Care of This Place

“Taking care of this place” means thinking about how we interact with our physical environment. We all want our school to be a welcoming place to teach and learn, so keeping it clean, being responsible with our possessions, and respecting shared spaces are important.

VISITORS TO THE BUILDING

- Parents and visitors are welcome in our school, but must buzz in at the front door and then report to the office.
- Due to space, schedule, and supervision concerns, you should not bring friends to school to visit for the day. The only exceptions must be pre-arranged through the office. Unexpected student visitors will be asked to leave.

STUDENT TRANSPORTATION

- Your parents may drop you off or pick you in the “parent pick up/drop off” lot near the Community Building. If you do not take the bus, you may also self-transport by walking or biking.
- Bikes may be left in the rack outside the front office. Bike locks are advised but not provided. Helmets should be worn.
- Motorized vehicles are not to be brought on to school property by middle school students while school is in session. This includes: dirt bikes, ATV’s, snowmobiles, etc.

SMMS LIBRARY/MEDIA CENTER

One shared space that we need to care for is our library! The Library/Media Center houses reference books, circulating books, magazines, media equipment, and computers. The library is generally open to all students throughout the school day, but full access is dependent upon the librarian’s schedule. You are required to sign in and out of the library. Books are checked out for two weeks and may be renewed in a timely manner. Payment is expected for lost or damaged books.

CAFETERIA/LUNCH PROGRAM

Another shared space that we need to care for is the cafeteria. To make lunch a pleasant experience for everyone, while in the lunchroom, you are asked to:

1. Remain in one spot in the lunch line. Please do not cut in front of someone else.
2. Remain seated in one place while in the cafeteria.
3. Talk quietly walking to and from the cafeteria and while waiting in the serving line.
4. Display appropriate table manners.

All parents/guardians are urged, regardless of income, to return the Household Income Data Collection Form to the school. You can access the online application <http://www.nlappscloud.com> or a paper application is available in the main office. This confidential information is used for federal and state funding for the district. “My School Bucks” can be used to monitor your student’s account. Visit <http://www.myschoolbucks.com> to learn more. For further information about food services, please visit the district website.

LOCKERS

Lockers are the property of the school and are loaned to students during the school year. Staff members reserve the right to inspect lockers/school storage spaces and their contents at any time during the year.

We recommend that you leave large amounts of money, expensive electronic devices, and other valuable possessions at home. The school cannot be responsible for such items if they are lost, stolen or damaged. If such items must be brought to school, they should be left in the office for safe-keeping.

All other personal property (clothing, school books, and supplies) should be kept in lockers when not in use. Backpacks are to be used only to transport books and supplies to and from school. While in school, backpacks are to be stored in your locker.

Inappropriate and dangerous items will be confiscated and returned to you or your parents at the discretion of the office. Any illegal item discovered will be turned over to law enforcement authorities, as well as subjecting you to school discipline including, but not limited to, suspension and expulsion. The school board has adopted a strict weapons policy ([JICIA](#)), which will be enforced.

EMERGENCY DRILL PROCEDURES

From time to time, it is imperative for public buildings, such as schools, to be evacuated in a matter of seconds. There is always the possibility of an unexpected, the unplanned, and the very serious situation, requiring immediate evacuation of all personnel. Often, you will not know until afterwards whether or not an emergency existed.

In case of emergency evacuation, the fire alarm will be sounded and all students, teachers, guests, and other personnel will proceed according to the information posted in each room. You should walk quickly, silently, and in an orderly fashion out of the building and to your designated area. Conversation once outdoors should be quiet and reserved. On the first day of school your homeroom teacher will go over these procedures with you in detail.

In the event of a lockdown, students are expected to shelter silently in place until the classroom door is unlocked by an administrator. If you are not already in a classroom, go to the nearest classroom, even if you don't know that teacher. If you are in the bathroom, stay there. For safety purposes, do not use your cell phone to contact parents during a lockdown.

Let's have a great year!

Thank you for carefully reading and discussing with your family the information in this handbook. Communication is key for all of us to work together to create a school climate where everyone feels safe, welcome, and respected. We are excited to spend this upcoming school year with you. With your help, we can make Spruce Mountain Middle School a positive place to teach, learn, and have fun every single day!
