

THIS PLANNER BELONGS TO:

Welcome SPMS Students!

The following pages contain much useful information to help make sure your middle school experience is enjoyable and rewarding. Please review these rules/tips and remember that every teacher, dean, administrator, and staff member is here to help whenever you need—just ask! Go Raiders!

-Mrs. Brunet

Arrival

School begins each day at 7:25am and ends at 1:50pm. Every Wednesday, students are dismissed at 12:50pm. Students can relax and get ready to start their day in the Gym and Cafeteria from 7:10am to 7:20am. **If you get to school after 7:25am, you'll need to go straight to the front office to sign in, receive a tardy pass and the front office will mark you as tardy (excused or unexcused). For a tardy to be considered as excused, the student must bring in a note or a parent must come in. Tardy notes will not be accepted after the date of the tardy.**

Attendance

Coming to school regularly plays a very important part in determining your success. When you're absent, your parent/guardian will need to

provide you with a signed excuse note. Be sure to bring this note to the attendance office before 1st period. Also, remember to talk with your teachers about any make-up assignments as soon as you see them after your absence.

Assembly Conduct

Throughout the year, we'll schedule various assemblies to share important information with students. All Raiders are expected to behave in a mature manner during any assemblies (no food/drink, face forward, pay attention, don't talk, etc.), and to extend the proper courtesies to our performers or guests. Inappropriate behavior will result in appropriate consequences.

S- Sit Up

L- Lean Forward

A- Ask and Answer Questions

N- Nod your Head and

T- Track your Speaker

Backpacks

Students may bring book bags/backpacks or drawstring cinch bags to assist in carrying needed supplies around school.



Bicycles

Students may ride bikes to school under two very important conditions: (1) All bikes must be parked and locked in the racks

provided. (2) Students may never ride bicycles through the bus loading area, parent pick-up area, or on campus. Everyone is required by law to wear a bike helmet when riding bikes.

Bullying

Bullying is unwanted and repeated written, verbal, or physical behavior, that include any threatening, insulting, or dehumanizing comments or gestures, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment. Cyber-bullying is similar behavior using a digital technology, such as text messages and social media.

Not all negative behaviors between students are bullying incidents. Mutual arguments, rudeness, or one-time mean comments are not bullying. These situations will be handled accordingly. For bullying to occur, three elements must be present: 1) repetition; 2) the behavior is intentionally negative; and 3) there is an imbalance of power between the bully and the target, in favor of the bully.

Bullying claims can be made in-person, to a dean, or via email, Schoology message, or through District's on-line bullying report form (stjohns.k12.fl.us/sdfs/reporting).

Once a bullying complaint is initiated, a dean will begin a formal bullying investigation, following

District guidelines. If a claim is found to be substantiated, the offending student will be given a consequence for a Level III violation of the Student Code of Conduct, in addition to other interventions.

Buses

Students are only allowed to ride their assigned bus each day. Rides on a different bus (to a friend's house, for example) are not available. Your bus driver can issue referrals for inappropriate bus behavior which could result in disciplinary action, including a bus suspension.

Cafeteria

Swiss Point has the best cafeteria staff around! Our cafeteria offers several lunch lines serving great meals and a la carte snacks and drinks. Remember that food and drinks need to be enjoyed in the cafeteria. Water in a plastic bottle is okay to bring back to class—feel free to use our filtered water fill-up stations.

Cell Phones

Students are allowed to bring cell phones to school; however, all phones must be **turned off and stored in your backpack or locker** during school hours.

Students CANNOT make phone calls, text, email, take/share photographs, or communicate from a cell phone on campus during school hours.

The first violation will result in the phone being confiscated until the end of the school day. The second violation will result in the phone being confiscated and your parent will need to come to school to pick it up—**Each violation will result in an Intervention Notice.**

When there is reasonable suspicion that a student has used a cell phone in violation of the Code of Conduct or other school rules, school administration may review the phone's call log, voice messages, text messages, emails, Instagram, photographs, and any other applications related to the investigation of the suspected violation.

Worried that someone needs to get ahold of you during the school day? Remember that in the case of an emergency, parents are asked to call the front office, **not a student's cell phone**, so keep your phone off and away and stay focused on learning and making friends with those around you!

Students may request to use the telephone in the front office for the following three reasons:

1. When they are ill
2. For lunch or lunch money
3. If an after-school activity has been cancelled

Under no circumstance are you allowed to use a personal cell phone to contact your parents during the school day.

Clinic/First Aid

The clinic (Nurse's Office) is for temporary first aid only. You must ask your teacher for a clinic pass before you head down to the clinic. Don't go to the clinic in between classes unless it is an emergency. Instead, check in with your teacher to get a pass and let him/her know you aren't feeling 100%. If you're ill, you shouldn't remain in the restroom, either. Please remember to report to the clinic or send for assistance.

Code of Conduct

We expect all students to behave in a manner that contributes to a positive school environment. We want you to be proud of yourself and our school. We expect you to behave on the buses, in the classrooms, in the cafeteria, in the halls, on the school grounds, and at all school functions including field trips. When students do not behave, consequences will result. Please understand that you are responsible for the choices you make. The St. Johns County School District Student Code of Conduct is available online at the district website. The Code of Conduct supports our goal for excellence at Switzerland Point Middle School. You are required to read this code carefully and share it with your parents.

No animals are allowed at any time unless approved by the principal. If approved, the animal may not be transported by bus.

Communication

Communication is vital between school and home. Be sure to check our school website often for information on upcoming events and other school news! Schoology is also a great source of information— plan to visit your account daily!

An electronic phone message system is used throughout the school year to convey important or emergency information to parents. If at any point during the school year your contact information changes, please notify SPMS of the change so you will continue to receive all electronic communication or in the case of an emergency.

Computer Use

Students will be given a St. Johns County School District Internet Acceptable Use Policy form at the beginning of the school year. You must read, understand, and sign this policy before you can use any digital tools on our campus. If you violate the policy, you may lose your Internet access privileges, and face disciplinary action and/or appropriate legal action. When using school computers, you must take care of the machine. You will be charged for any damage to a machine. If you sit at a computer that is damaged in any way, inform your teacher immediately so you are not accused of the vandalism. Breaking the AUP will result in a disciplinary consequence.

Dances

Dances will be held during the school year for students currently enrolled at Switzerland Point Middle School. This means only SPMS students can attend our dances. If you are suspended or absent from school on the day of a dance, you will not be allowed to attend. Other guidelines will be provided at the time of dance ticket sales.

Discipline

We are Respectful

We are Responsible

We are Safe

Every faculty and staff member is equally dedicated to making Switzerland Point a Respectful, Responsible, and Safe campus. We encourage all students to make good choices!

Switzerland Point employs a progressive disciplinary system outlined below:

Prior to any student receiving an Intervention Notice, teachers will contact the parent via email or phone so the two of them can brainstorm ideas to change the behavior prior to the need to formally intervene.

1st Intervention Notice—Warning (teacher contacts parent)

2nd Intervention Notice—Reteach expectations (teacher contacts parent) At this time, the teacher will fill out a guidance referral and a

counselor will schedule a time to meet with the student in reference to the behavior that needs to be managed. After the meeting occurs, the counselor will reach out to the parent as well.

3rd Intervention Notice—1 Period in the Reset Room with a Reflection Sheet and a Reflective Conversation scheduled. Deans Office will contact parent.

4th Intervention Notice— 1 Period in Reset Room and Behavioral Assignment. Deans Office will contact parent.

5th Intervention Notice—1 Day of Reset Room and a referral to MTSS. Deans Office will contact the parent.

6th Intervention Notice—May result in the student being sent to the Reset Room or OSS. Dean's and/or Administrators' discretion. Deans Office will contact parent.

Intervention Notices are per teacher/staff member and will be wiped clean at the end of each semester.

Students earning consequences from the Deans Office will lose the privilege to attend any on or off campus incentive activities that are created to reward positive behavior.

Do Not Bring on Campus

Gum is not allowed at Switzerland Point. Students who chew gum will be asked to spit it out. Failure to do so will result in an Intervention

Notice for not following directions, or disrespect. If a student repeats this behavior, they will be given a consequence. Also, if a student places gum under a desk, or on another student or their things, they will receive consequences commensurate with their offense. Other things you should not bring to school include: radios, iPods/MP3 players, toys, laser pointers, video games, cameras, trading/playing cards, skateboards, bluetooth/wireless speakers. **Also, all Contraband items, as defined in the Student Code of Conduct, are prohibited. These include, but are not limited to: e-cigarettes (vape pens), tobacco products, weapons of any kind, drugs, aerosols or pump sprays that have the potential to cause a disruption, inappropriate images (in print, or on an electronic device).**

Dress Code

Students should be proud of the way they dress. Switzerland Point will do homeroom dress code checks in all classrooms. If the adult in charge of the room notices any violations, the student will receive a dress code slip and be asked to remedy the violation. The slips will go home and need to be signed and returned.

In addition to the guidelines in the Code of Conduct, please remember that:

- Shorts/skirts will be longer than the student's fingertip.

- Yoga pants will be worn with a shirt that covers the bathing suit area.
- Bottoms will have no holes above fingertip length.
- Midriff, cleavage, and underarm area will be covered appropriately.
- Lace and sheer shirts will have a tank top or cami underneath.
- Shoes with proper soles will always be worn.
- Jeans, shorts, and pants will not be “sagged” (underwear cannot show).
- Sleepwear will not be worn on campus, including house/bedroom slippers. (unless it is designated a special day and preapproved)
- Hats will be kept in locker or backpack and hoodies will not be up/on heads.

Each violation of the dress code will result in the following consequences:

- Dress code slip to be signed and returned to the first period teacher.
- Intervention Notice will be issued for each violation after the second offense and will follow the outlined procedures above.

Evacuation Procedures

We will conduct drills to evacuate the building several times during the school year. Evacuation charts are posted in each room. Teachers will

instruct students when and how to leave the building. When evacuating the building, please pass quickly, quietly, and in an orderly fashion. You must stay with your class at all times during an evacuation procedure. If you are not in a classroom during an evacuation, you should fall in line with the nearest class and notify that teacher after exiting the building.

Guidance

The guidance program at Switzerland Point Middle School is designed to help you with any academic, career, personal, or social concerns. Our school counselors are available to talk with students and consult with teachers and parents as needed. Please be sure to get a pass from your teacher before heading down to the guidance office to speak with a counselor.

Hall Pass

Students must have a planner in order to be out of class during a scheduled class period. It is your responsibility to get your teacher to sign your planner and carry it with you. You should also be sure to ask for a pass when leaving the cafeteria to go to the restroom during your lunch period.

Home Access Center

Student Home Access Center (HAC) is a web-based application that will allow you to view your current progress in all your classes. Your parents have a separate account as

well. Be sure to check your grades regularly and reach out to your teachers for assistance in remediating standards-based activities.

Your teachers can help you look up your Student Active Directory account information/password to help you log in.

Honor Code

Learning for a purpose needs to take place every day at Switzerland Point Middle School. Useful and lasting learning does not occur unless students go through an honest process which reflects their true abilities as measured by their own efforts. Cheating or copying another's work, is not a genuine process, and prepares a student for failure, not success. Dishonesty serves to undermine the academic integrity of the school. The SPMS Honor Code is in place to eliminate such acts.

Cheating involves one or more of the following:

1. Using someone else's work as your own
2. Copying from or providing information to another student on a test or quiz
3. Copying from or providing information to another student on classwork or homework
4. Preparing for cheating in advance—

Such action involves:

- A. Possessing a copy of a test to be given or that has been

given by a teacher before you take it

B. Possessing and using previously prepared answers to a test or quiz (this includes information written directly upon any part of the body or clothing)

C. Unauthorized use of text or notes during a test or examination

D. Asking for (or giving) information to another student during a test or quiz

We try hard to avoid putting you in a position where you can easily, or without deliberately trying to, violate the Honor Code. Therefore, teachers will be careful to communicate what they expect of you in completing homework and other assignments. If you aren't sure if something is considered cheating/plagiarism, please ask your teacher beforehand.

Plagiarism means using another person's ideas, expressions, or work without giving the original author credit. Plagiarism will be dealt with by the individual teacher on an individual basis. Students found to be in violation of the honor code will receive an Intervention Notice for smaller infractions and will be referred directly to the Deans for larger infractions.

Horseplay

Sometimes behavior toward and with another student can be

misinterpreted and/or cause an injury. Even if students believe they are joking or playing around, an unfortunate situation may occur. Switzerland Point Middle School does not allow horseplay of any kind while on campus, on a school bus, at the bus stop, or on a field trip.

Horseplay that results in the injury of another student may result in an Out-of-School Suspension.

Interscholastic Sports Program

Switzerland Point Middle School participates in the girls' and boys' basketball and volleyball Interscholastic Sports Program offered by the St. Johns County School District. This program emphasizes sportsmanship and fair competition through organized practice and game play. You must maintain an overall 2.0 GPA and be passing ALL classes to be eligible to play on the team.

All other sports are organized through the St. Johns Middle School Athletic Association (SJMSAA). The SJMSAA is not affiliated with the school district or SPMS.

Late Homework and Deliveries

Anything brought to the office (forgotten homework, books, projects, band instruments, PE uniforms, etc.) will be distributed to students daily in the cafeteria during lunches. Students will need to check the cart to obtain items. Instructional time will not be interrupted for deliveries.

Lockers

Each student will be assigned a locker for their convenience; however, lockers are school property, and the administration/designee can inspect the contents of a locker. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost or taken from a locker. We will provide you with a combination lock for your locker (we'll collect a \$5 deposit when we issue you your locker/lock). If, at any time, you place a private lock on your locker, it will be cut off without notice. We will also provide a lock for your PE locker. Replacement costs are \$5. **All lockers are subject to search.** **Students should not loiter around other students' lockers. Class change times are for handling your own needs and then reporting to your next class.**

Lost & Found

Lost & Found items may be claimed in the Raider Roost. Each quarter, unclaimed items will be donated to charity. Lunchboxes and clothing with names will be returned to the student before they are donated. We'll remind you frequently to check the items for any lost belongings, but if you lose something, check here as soon as you realize it.

Media Center

You must have a pass to visit the Media Center. Be sure to visit our

Maker Space, loaded with STEM activities and tools for you to create things using robotics, K'nex, and planks. Our shelves are stocked with the newest and best books from every imaginable category. You may check out 3 books at a time for up to 2 weeks. If you damage a book, you will be charged a replacement fee.

Profanity or Disrespectful Language

Profanity and disrespectful language are not acceptable at Switzerland Point Middle School. This includes slang, racial slurs, or comments about sexual orientation. Using such language will result in disciplinary action.

Promotion

To be promoted to the next grade level, students must demonstrate mastery of the grade level expectations for all the four core academic areas: Language Arts, Mathematics, Science, and Social Studies.

The grading scale used by Switzerland Point Middle School is as follows:

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 – 0

Public Displays of Affection

Switzerland Point Middle School does not allow any public displays of affection. This includes but is not limited to holding hands, hugging,

and kissing. Public displays of affection may result in disciplinary action.

Raider Bucks

Students have the opportunity each day to earn digital Raider Bucks from any staff member through the PBIS Rewards Program. Raider Bucks are awarded to students who meet the school's PBIS expectations (**We are Respectful, We are Responsible, We are Safe**). There will be multiple opportunities throughout the school year for you to use your Raider Bucks to purchase special items. Raider Bucks expire at the end of each school year.

The Reset Room

Students who are issued a period of time in the Reset Room will not attend their classes on the designated period/day(s), and will instead remain in the Reset Room where teacher(s) will send work down. You will be able to purchase lunch from the cafeteria to eat in the Reset Room if necessary.

School Safety

Switzerland Point Middle School is committed to having a safe, violence-free, drug-free educational environment. **It is the responsibility of every student, parent, teacher, administrator, and community member to share information that will keep our school safe.** If, at any time, you are aware of any situation that could result in the disruption of a safe, violence-free, drug-free

school environment, let a school official know immediately. Names will not be shared or released when following through on the information provided. FortifyFL (getfortifyfl.com) is another way to report school safety concerns anonymously. You can also download the FortifyFL app to your phone or tablet.

Suspension

The principal or designated school staff may suspend a student from school for misconduct as outlined in the District Code of Conduct. Suspended students are not allowed on any St. Johns County School District campus during the suspension (even for extracurricular activities) unless approved by administration.

Tardy to Class

It is important that students report to each class on time. Failure to do so will result in disciplinary action. On the third (3rd) tardy to a specific class, you will receive one period of lunch reflection. You will receive two lunch reflection for the fourth (4th) tardy (to that same class), three lunch reflection for the fifth (5th) tardy, and four lunch reflection for the sixth (6th) tardy. Subsequent tardies will result in consequences at administration/ designee's discretion.

Tardy to School

Students must be at school by 7:25am. If you arrive late to school,

you must check in through the front office. Failure to bring notes with an acceptable excuse will result in an unexcused tardy. An acceptable excused tardy includes illness or illness of a member of the immediate family. You will not receive an excused tardy for issues such as oversleeping, excessive traffic, or missing the bus.

Textbooks

Students will receive textbooks as appropriate. These books are school property and we expect you to take proper care of them and return them at the end of the year. Fines will be charged for damaged books and you will be responsible for paying for a lost or stolen book. Failure to pay for lost or stolen books may result in the delay of receiving a yearbook if you ordered one. Please take good care of all books!

Tobacco Products

The use or possession of tobacco products, cigarettes, snuff, chewing tobacco, vapes, e-cigarettes, etc. will not be tolerated at Switzerland Point Middle School. Students found with these items are subject to disciplinary action.



RAIDER EXPECTATIONS

WE ARE

RESPECTFUL

- We realize that everyone has the right to learn and work to not infringe on that right
- We give attention to the person speaking
- We use electronics only for educational purposes
- We contribute to a positive learning environment
- We value the contributions of all learners
- We actively seek out opportunities to practice kindness on our campus

RESPONSIBLE

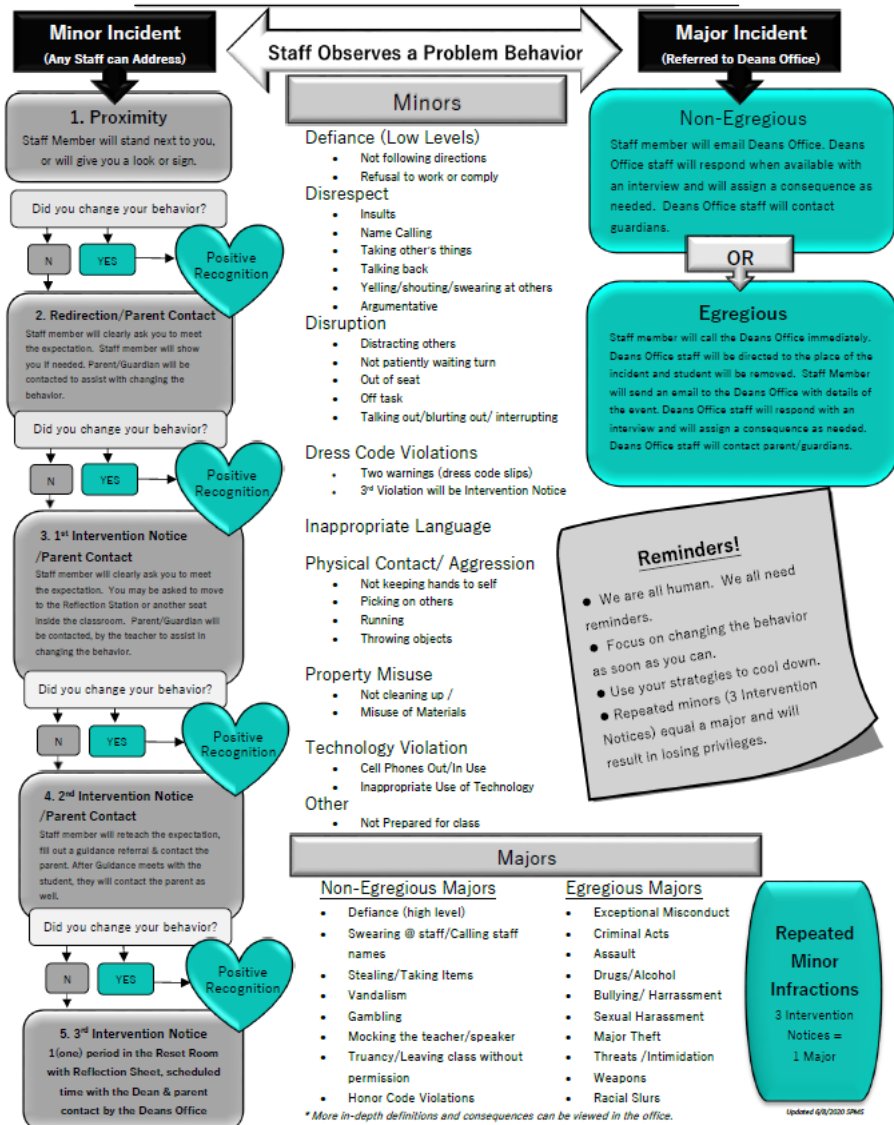
- We stay on task
- We ask questions when we do not understand
- We value challenging material
- We show up ready to learn, with our work completed and on time
- We are prepared with the required materials (books, paper, pencils...)

AND

SAFE

- We hold our classmates accountable for their actions by letting an adult know when we see something unsafe
- We are careful with classroom materials
- We keep our hands and feet to ourselves and refrain from running, throwing item and pushing
- We use materials appropriately for their intended purpose
- We foster a learning space that makes every student, regardless of gender, race, ethnicity, or orientation, feel safe and honored within our walls

SPMS PBIS Student Flow Chart





Switzerland Point Middle School

2020-21 Bell Schedules

Daily Schedule	
Arrival: 7:20am – Morning Release from Cafeteria & Buses Students are tardy at 7:25am	
Buffer/News	7:25am – 7:35 (10 mins)
Period 1	7:35 – 8:20 (45 mins)
Period 2	8:25 – 9:10 (45 mins)
Period 3	9:15 – 10:00 (45 mins)
Period 4, Period 5, and Lunches	6th Grade: 10:05 – 10:50 4 th Period (45 mins) 10:50 – 11:20 LUNCH (30 mins) 11:25 – 12:10pm 5 th Period (45 mins)
	7th Grade: 10:05 – 10:50 4 th Period (45 mins) 10:55 – 11:40 5 th Period (45 mins) 11:40 – 12:10pm LUNCH (30 mins)
	8th Grade: 10:00 – 10:30 LUNCH (30 mins) 10:35 – 11:20 4 th Period (45 mins) 11:25 – 12:10pm 5 th Period (45 mins)
Period 6	12:15pm – 1:00 (45 mins)
Period 7	1:05 – 1:50 (45 mins)
Dismissal: 1:50pm – Dismissal for Bus Riders 1:52pm – Dismissal for Walkers, Car Riders, Bike Riders, & Extended Day	

Schedule for Early Release Wednesdays	
Arrival: 7:20am – Morning Release from Cafeteria & Buses Students are tardy at 7:25am	
Buffer/News	7:25am – 7:35 (10 mins)
Period 1	7:35 – 8:11 (36 mins)
Period 2	8:16 – 8:52 (36 mins)
Period 3	8:57 – 9:33 (36 mins)
Period 4	9:38 – 10:14 (36 mins)
Period 5, Period 6, and Lunches	6th Grade: 10:19 – 10:55 5 th Period (36 mins) 10:55 – 11:25 LUNCH (30 mins) 11:30 – 12:06pm 6 th Period (36 mins)
	7th Grade: 10:19 – 10:55 5 th Period (36 mins) 11:00 – 11:36 6 th Period (36 mins) 11:36 – 12:06pm LUNCH (30 mins)
	8th Grade: 10:14 – 10:44 LUNCH (30 mins) 10:49 – 11:25 5 th Period (36 mins) 11:30 – 12:06pm 6 th Period (36 mins)
Period 7	12:11 – 12:50 (39 mins)
Dismissal: 12:50pm – Dismissal for Bus Riders 12:52pm – Dismissal for Walkers, Car Riders, Bike Riders, & Extended Day	