



Sanford Middle School

Catch the STING!

Student Handbook

2023-2024



All decisions made in the SMS Student handbook are aligned with the Lee County Schools Student Handbook.

<https://www.lee.k12.al.us/cms/lib/AL02210054/Centricity/Domain/40/Student%20Handbook%20-%206-21-2023%20Revision.pdf>

Student Training

During the first week of school, each homeroom teacher is responsible for delivering this training presentation to all students in their classroom. After successful completion of the training, students will sign acknowledging receipt of the handbook (see the last slide).

Schedule

Day 1- General Procedure & Expectations (slides 4-14)

Day 2- Bus Discipline (slides 15-24)

Day 3- Cell Phone & Electronic Devices (slides 25-33)

Day 4- Student Code of Conduct (slides 34-40)

Day 5- Dress Code (slides 41-46)

Day 6- School Safety (slides 47-59)



Sanford Middle School Hornets

SANFORD MIDDLE SCHOOL



2023

2024

Building a Strong Foundation to Success

**SMS EXPECTATIONS
FLY HORNETS FLY**

GENERAL SCHOOL DAY PROCEDURES

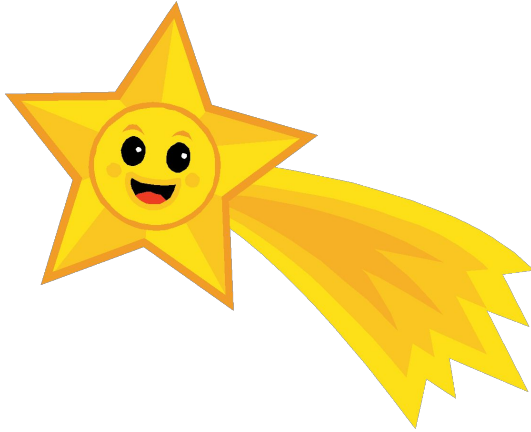
Day 1

Slides 4-13

STAFF

- *Mr. Steven Davis – Interim Principal*
- *Ms. Daisy Benford – Assistant Principal*
- *Ms. Lawanda Barnhill - Counselor*
- *Ms. Monique Fuller – Media Specialist*
- *Ms. Karen Sistrunk – Child Nutrition Manager*
- *Nurse Michelle Knight – Nurse*
- *Ms. Meghan Joiner – Secretary/ Attendance Clerk*
- *Ms. Erica Kytan– Bookkeeper*
- *Sergeant Pam Revels- SRO*
- *Deputy Justin Fant-SRO*
- *Ms. Courtnie Jones- Registrar*

STAR Expectations



**What does each
statement mean to you?
Give some examples.**

Be Safe

Work Toward Goals

Be Accountable

Be Respectful

HOW TO BECOME A **STAR** STUDENT

	<i>Be <u>S</u>afe</i>	<i>Work <u>T</u>oward Goals</i>	<i>Be <u>A</u>ccountable</i>	<i>Be <u>R</u>espectful</i>
All Areas	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Know Emergency Procedures 	<ul style="list-style-type: none"> • Be on task • Give your <u>best</u> effort • Use planner for tracking assignments, tasks and goals • Be Prepared 	<ul style="list-style-type: none"> • Listen and follow directions the first time • Make responsible choices • Be on time • Report concerns 	<ul style="list-style-type: none"> • Be Considerate • Communicate politely and appropriately • Maintain a clean environment
Hallways/ Sidewalks	<ul style="list-style-type: none"> • Walk quietly and to the right 	<ul style="list-style-type: none"> • Display Goals & Objectives • Display Student Work 	<ul style="list-style-type: none"> • Move quietly and purposefully • Have signed planner for hall pass 	<ul style="list-style-type: none"> • Be helpful and courteous
Restrooms	<ul style="list-style-type: none"> • Flush the toilet • Wash hands 	<ul style="list-style-type: none"> • Monitor Cleanliness • Document Cleaning Schedule 	<ul style="list-style-type: none"> • Return to class immediately 	<ul style="list-style-type: none"> • Respect privacy of others
Cafeteria	<ul style="list-style-type: none"> • Walk • Wait in line quietly and patiently • Clean-up any spills 	<ul style="list-style-type: none"> • Recognize Classes that consistently follow rules • Comply with Wellness Program 	<ul style="list-style-type: none"> • Separate trash and utensils properly • Keep-up with lunch card and use daily • Keep lunch account current 	<ul style="list-style-type: none"> • Practice good table manners • Talk quietly and courteously
Gym	<ul style="list-style-type: none"> • Wear appropriate shoes • Follow safety and game rules 	<ul style="list-style-type: none"> • Participate • Dress Out 100% (if required) • Achieve game and team play goals 	<ul style="list-style-type: none"> • Follow whistle signals • Follow procedures for entering/exiting gym 	<ul style="list-style-type: none"> • Show good sportsmanship • Respect and share equipment
Bus/Car Riders	<ul style="list-style-type: none"> • Walk directly to assigned bus/car 	<ul style="list-style-type: none"> • Refrain from getting bus referrals 	<ul style="list-style-type: none"> • Know and follow bus rules to maintain riding privileges 	<ul style="list-style-type: none"> • Respect others' space • Be courteous

RECITE EACH MORNING IN HOMEROOM

I will...

- 1. Be respectful at all times.**
- 2. Be engaged and participate in class.**
- 3. Be kind and willing to help others.**
- 4. Be responsible for my own actions and consequences.**
- 5. Be the BEST me I can BE !**



FLY, HORNETS, FLY

Fly, Hornets, Fly

*Fly, Hornets, Fly...
On to victory.*

*We face each day with joy and pride,
While keeping standards high.*

*Oh, Sanford, we do sing...
Just watch our Hornets' STING!*

*We're the Nest.
We're nothing Less.
We've passed the Test.
We beat the Rest.
Sanford...The Best!*





DAILY SCHEDULE



Sanford Middle School Bell Schedules 5th Grade Bell Schedule



Time	Destination	Duration
7:10 a.m. – 7:40 a.m.	Homeroom	30 Minutes
7:40 a.m. - 9:10 a.m.	First Period	90 Minutes
9:10 a.m. - 9:55 a.m.	Second Period	45 Minutes
10:00 a.m. - 10:50 a.m.	Third Period P.E. (Teacher Planning)	50 Minutes
10:50 a.m. – 11:20 a.m.	Lunch (Eat in Class)	30 Minutes
11:20 a.m. - 11:50 a.m.	Fourth Period (RTI)	30 Minutes
11:55 a.m. - 1:25 p.m.	Fifth Period	90 Minutes
1:25 p.m. - 2:55 p.m.	Sixth Period	90 Minutes
2:55 p.m. - 2:57 p.m.	Board Buses	2 Minutes



DAILY SCHEDULE



6th Grade Bell Schedule

Time	Destination	Duration
7:10 a.m. – 7:35 a.m.	Homeroom	25 Minutes
7:35 a.m. - 9:11 a.m.	First Period	96 Minutes
9:16 a.m. - 10:46 a.m.	Second Period	90 Minutes
10:50 a.m. - 11:40 a.m.	Third (a) Period (P.E. / Enrichment / Band / Planning)	50 Minutes
11:45 a.m. - 12:35 p.m.	Third (b) Period (P.E. / Enrichment / Planning)	50 Minutes
12:35 p.m. - 1:00 p.m.	Lunch	25 Minutes
1:00 p.m. - 1:23 p.m.	Fourth Period (RTI)	23 Minutes
1:26 p.m. - 2:56 p.m.	Fifth Period	90 Minutes
2:56 p.m. – 2:58 p.m.	Board Buses	2 Minutes



DAILY SCHEDULE



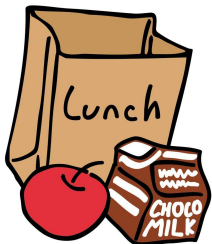
7th & 8th Grade Bell Schedule

Time	Destination	Duration
7:10 a.m. – 7:33 a.m.	Homeroom	23 Minutes
7:37 a.m. - 8:42 a.m.	First Period	65 Minutes
8:46 a.m. - 9:51 a.m.	Second Period	65 Minutes
9:55 a.m. - 11:00 a.m.	Third Period	65 Minutes
11:05 a.m. – 12:40 p.m.	Fourth Period	95 Minutes
Building 1	Lunch A (11:15 am – 11:40 am)	70 Minutes
Building 2	Lunch B (11:55 am – 12:20 pm)	70 Minutes
12:44 p.m. - 1:49 p.m.	Fifth Period	65 Minutes
1:53 p.m. - 2:58 p.m.	Sixth Period	65 Minutes
2:58 pm – 3:00 pm	Board Buses	2 Minutes

BREAKFAST & LUNCH PROCEDURES



1. Enter the cafeteria through the first set of doors on the left.
2. Follow the staff on duty directions to enter and exit the lunch line.
3. Sit at your teacher's assign table (lunch only).
4. Follow your teacher's directions for cleaning your area and disposing of your tray.
5. Exit the cafeteria through the second set of doors on the right.
6. Refrain from using your cell phone (leave in class).
7. Carbonated beverages, nutrition teas, or fast food in the original container are NOT allowed in the cafeteria.



Classroom Beverages



Students are allowed to drink water in a plastic clear container.

Nutrition teas, energy drinks, and carbonated drinks are **NOT** allowed in the classroom. These beverages go against the USDA food requirements and the Lee County Child Nutrition Program.



BUS DISCIPLINE

Day 2

Slides 14-23

BUS DISCIPLINE

The bus is a classroom!



Question of the day:

- Why is the bus considered to be “an extension of the classroom?”

BUS RULES



- 1. Stand off roadway while awaiting a bus.***
- 2. When crossing in front of bus, stay twelve feet from bumper and wait for driver's signal before crossing.***
- 3. Obey and cooperate with the Bus Driver (Bus Drivers may assign seats for students).***
- 4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).***

BUS RULES (CONTINUED)



- 5. Be seated immediately after boarding and remain seated properly.***
- 6. Do not scuffle with or harass other students.***
- 7. Do not commit careless or willful acts which may cause injury to others.***
- 8. Do not fight, quarrel, yell, or use profanity.***



BUS RULES CONTINUED)



- 9. Keep all body parts and belongings out of the aisle and feet on the floor (bags, backpacks, and other items must be in lap).***
- 10. Keep all body parts inside the bus and ensure no objects are thrown out of the bus.***
- 11. Do not eat (food or candy), drink, or chew gum.***
- 12. Keep bus clear of trash by not littering.***



BUS RULES

(CONTINUED)



13. You must ride to and from school on your assigned bus unless administrative approval is given specifying an alternative bus.

[MUST HAVE SIGNED NOTE!]

14. Students will be picked-up and dropped-off at their residence or designated stop only.

15. There should be no sounds coming from any electronic device that can be heard by neighboring students or the driver.





BUS DISCIPLINE



Minor Offenses

- *Acts that disregard respect for other passengers.*
- *Irresponsible acts.*

Intermediate/Major Offenses

- *Any act that could impact the safety of any school bus rider, including oneself.*
- *Vandalizing the bus. Vandalism may result in student not being allowed to ride the bus until damages are paid in full.*

Written warnings are issued directly to the student/parent for the first two minor offenses by the bus driver.

The third minor offense will be reported to a school administrator for disciplinary action as established by the Lee County Schools Code of Conduct and deemed appropriate by the local school administration.

Bus Discipline Ladder



5TH-6TH
GRADE

Minor Offenses (First two warnings from driver directly to students/parents)

<i>1st Minor Offense to administrator (3rd referral)</i>	<i>1 Day off Bus</i>
<i>2nd Minor Offense to administrator (4th referral)</i>	<i>2 Days off Bus</i>
<i>3rd Minor Offense to administrator (5th referral)</i>	<i>3 Days off Bus</i>
<i>4th Minor Offense to administrator (6th referral)</i>	<i>1 Week off Bus</i>
<i>5th Minor Offense to administrator (7th referral)</i>	<i>2 Weeks off Bus</i>
<i>6th Minor Offense to administrator (8th referral)</i>	<i>1 Month off Bus</i>
<i>7th Minor Offense to administrator (9th referral)</i>	<i>6 Months off Bus</i>
<i>8th Minor Offense to administrator (10th referral)</i>	<i>1 Year off Bus</i>

Intermediate/Major Offense

<i>1st Major Offense</i>	<i>1 Day off Bus</i>
<i>2nd Major Offense</i>	<i>1 Week off Bus</i>
<i>3rd Major Offense</i>	<i>1 Month off Bus</i>
<i>4th Major Offense</i>	<i>1 Year off Bus</i>

Note: Any discipline action may be increased at the discretion of the administrator.



Bus Discipline Ladder



7TH-8TH
GRADE

Minor Offenses (*First two warnings from driver directly to students/parents*)

<i>1st Minor Offense to administrator (3rd referral)</i>	<i>1 Day off Bus</i>
<i>2nd Minor Offense to administrator (4th referral)</i>	<i>1 Week off Bus</i>
<i>3rd Minor Offense to administrator (5th referral)</i>	<i>2 Weeks off Bus</i>
<i>4th Minor Offense to administrator (6th referral)</i>	<i>1 Month off Bus</i>
<i>5th Minor Offense to administrator (7th referral)</i>	<i>1 Year off Bus</i>

Intermediate/Major Offense

<i>1st Major Offense</i>	<i>1 Week off Bus</i>
<i>2nd Major Offense</i>	<i>1 Month off Bus</i>
<i>3rd Major Offense</i>	<i>1 Year off Bus</i>

Note: Any discipline action may be increased at the discretion of the administrator.



QUESTION: WHAT WOULD HAPPEN?

For each of the following scenarios, explain the consequences of the offense.

1. Student's fourth offense of playing loud music on the bus.
2. Student's first offense of fighting on the bus.
3. Student's second offense of throwing trash out of the window.
4. Student's third offense of eating food on the bus.
5. Student's third offense of failure to sit properly on the bus.
6. Student's fifth offense of writing on the seats of the bus.





CELL PHONES AND ELECTRONIC DEVICES

Day 3
Slides 24-32

QUESTION OF THE DAY

A student brings her new ipod touch to school.
What are some things that could go wrong?



EXPECTATIONS

The goal of BYOD programs was to expand opportunities for 21st Century learning. However, with the implementation of 1:1 school issued devices in the 2023-2024 school year there is not a need for student to use personally owned devices at school for teaching and learning. Therefore, while devices may be allowed on campus, they may not be allowed to connect to the Lee County Schools network and it should not be assumed that they may be used in the classroom or on campus during the regular school day.

NON-NEGOTIABLE

The use of cell phones is permitted only in the case of an emergency or if a school issued device fails. A teacher/administrator will determine what constitutes an emergency situation. The use of cell phones as a reward, time filler/finished do activity, or free time in class is prohibited. Students should secure their cell phones in their bookbags and have their phones set to silent/mute. Teachers are responsible for addressing cell phone and smartwatch use in classrooms and/or hallways.

DEVICES PERMITTED

The following devices are permitted upon written approval from the administrator. Items may be added or deleted at the discretion of the school administration.

- Laptops, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, Surface, etc.)
- eReader/tablets – (Kindle, Nooks, etc.)
- Internet accessible cell phones (iPhone, Android & Windows-based smartphones)



BYOD RULES



The following rules and conditions are specific to the school’s BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct.

1. Students may only use their device in the classroom when instructed to do so by their teacher.
2. Students may not use their device to text or update personal sites/accounts during school hours.
3. Students may not use their device in common areas (hallways, cafeteria, etc.).
4. Students may only use their device in the library/media center with the permission of the media specialist.
5. Students should not ask teachers or staff to charge and store their device.
6. Administrators should not be asked to retrieve devices left in school lockers.
7. Students may use their device while on school buses as described by the transportation policy.

THEFT/LOSS/DAMAGE/TROUBLESHOOT/ INSPECTION



- ❖ The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
- ❖ The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
- ❖ School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices.
- ❖ School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

DISCIPLINARY ACTION FOR CELL PHONE, SMARTWATCH/DEVICES OFFENSES

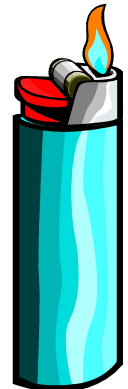


1st Offense: The teacher will give the student a warning and be reminded of the schoolwide cell phone policy. The teacher will document the action on the student's discipline log. The teacher will contact the parent/ guardian on the first offense.

Subsequent offenses will result in an office referral.

OTHER ITEMS **NOT** TO BRING TO SCHOOL

- *Large amounts of money*
- *Expensive Jewelry*
- *Electronic games*
- *Playing Cards*
- *Rubber bands*
- *Radio*
- *iPod*
- *CD Player*
- *Beeper*
- *Lighter*
- *Tobacco*
- *Drugs*
- *Weapons*
- *Vapes*
- *Gum*





STUDENT CODE OF CONDUCT

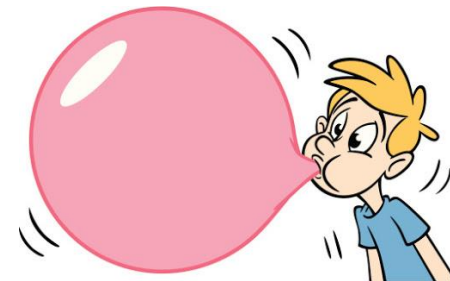
Day 4
Slides 33-39

OFFENSES

REFER TO THE STUDENT HANDBOOK FOUND ON LEE COUNTY SCHOOL DISTRICT'S WEBSITE. CLICK ON "FOR STUDENT".

Minor Offenses

- general classroom disruption (talking out loud, out of seat without permission, chewing gum, etc.)
- failure to participate
- tardy to class
- no supplies for class
- not following directions
- eating or drinking in class



OFFENSES

REFER TO THE STUDENT HANDBOOK FOUND ON LEE COUNTY SCHOOL DISTRICT'S WEBSITE. CLICK ON "FOR STUDENT".

Intermediate Offenses

Based on severity of the offense, intermediate offenses may be handled by the classroom teacher. Follow the schoolwide discipline ladder.

- excessive distraction of other students
- gambling
- locker abuse or misuse
- using technology without permission
- out of dress code
- insubordination/ disobedient
- skipping class

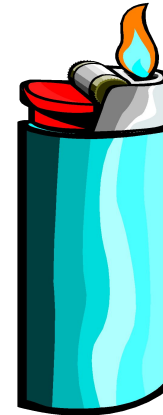


OFFENSES

REFER TO THE STUDENT HANDBOOK FOUND ON LEE COUNTY SCHOOL DISTRICT'S WEBSITE. CLICK ON "FOR STUDENT".

Major Offenses

- drugs
- alcohol
- weapons
- fighting
- vaping
- robbery
- harassments/ bullying
- videotaping or sharing inappropriate images or texts



These offenses result in immediate office referral.

CONSEQUENCES

Prior to disciplinary action, the following will be taken into consideration:

- ❖ The severity of the infraction
- ❖ Number of infractions by the student
- ❖ Previous measures taken by the administration

- Student conference
- Discipline essay
- Loss of privileges
- Conflict resolution with counselor/peer mediation
- Contact parent (note, copy of referral, call, email)
- Teacher detention
- Behavior contract
- In School Lunch Detention/Suspension
- Out of School Suspension
- Refer student to RTI/PST committee
- Alternative school
- Expulsion

Sanford Middle School Hallway Procedures



1. Follow the flow of traffic
2. Keep hands, feet, and objects (water bottles, backpack, etc.) to self
3. Maintain personal space
4. Maintain a low, inside voice
5. Walk with purpose (ex. take the direct path to class)
6. Keep devices (cell phones, chromebooks, etc.) in backpack at all times

SCHOOLWIDE CLASSROOM DISCIPLINE LADDER FOR MINOR OFFENSES

Infraction	Consequence
First Infraction	Warning/ Student Conference
Second Infraction	Parent Contact Behavior Reflection
Third Infraction	Contact Parents & Request Parent Conference Lunch Detention
Fourth Infraction	Teacher Detention (60 mins after-school) Parent Contact
Fifth Infraction	Referral to Administrators

Teachers will document all infractions and consequences.
Major offenses results in immediate office referral.

WHAT WOULD HAPPEN?

In small groups, discuss the consequences of the following scenarios.

1. A student was caught using a vape in the restroom.
2. A teacher caught a student with his cell phone for the 3rd time.
3. A student was caught using a rubber band to make a paper hornet.
4. A student is tardy to class for the 3rd time this week.



DRESS CODE

Day 5
slides 40-45

DRESS CODE

Question of the day: Which of the following items are inappropriate to wear to school?



Pants below waist line	Cowboy boots	Pajamas
Blue jeans	Shirt with vulgar language	Capri pants
Shirt with tobacco advertisement	Sleeveless shirt	Skirts and dresses with a high split

DRESS CODE

- *Shorts, dresses, or skirts will not be more than 2 inches* above the knee.*
- *Leggings may be worn, however, the shirt or dress worn with the leggings will not be more than two inches above the knee.*
- *The waistband of pants/shorts must be worn at the waist, no “slacking”.*
- *Shoes without a strap on the back of the heels cannot be worn to school.*
- *No hats, caps, bonnets, headwrap worn inside the building*

*Administration will allow up to 4 inches above the knee. This adjustment will be phased out during the Spring Semester.



DRESS CODE

UNACCEPTABLE:

- *Short shorts/Cut-off shorts*
- *Mini-skirts that violate 4 inch rule*
- *Clothes with rips, holes, tears revealing skin above the 4” rule*
- *Bathing apparel*
- *Beach wear*
- *Pajamas and/or house shoes*
- *Exposed backs, fronts or midriffs*
- *Bicycle shorts*
- *Hats, caps, visors, bandanas, or sunglasses*



UNACCEPTABLE:

- *Tank tops, Sleeveless Shirts, net jerseys (without undershirt)*
- *Gang clothing*
- *Garments with suggestive slogans or pictures; or alcohol or tobacco advertisements; or disruptive to the educational process*



Please Note: The administration will make the final decision on the appropriateness of a student’s dress.



DRESS CODE VIOLATIONS



DISCIPLINARY ACTION FOR DRESS CODE OFFENSES

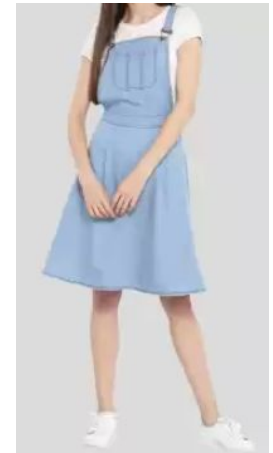
1st Offense- Teacher will send the student to the front office to see the administrator. Student will be asked to call home for proper clothing to be brought to them (students may be placed in ISS while waiting). Written warning will be sent home to be signed by parent.

Subsequent offenses will result in an office referral.



IS THIS APPROPRIATE?

YOUR TEACHER WILL DISPLAY SEVERAL IMAGES OF CLOTHING. DECIDE BY **STANDING UP** IF YOU THINK THESE ITEMS CAN BE WORN TO SCHOOL.





SAFETY

SCHOOL SAFETY

Day 6
slides 46-58

REVIEW THE FOLLOWING PROCEDURES WITH STUDENTS

- ✓ Intruder Drill
- ✓ Severe Weather Drill
- ✓ Fire Drill



All faculty, staff, and students will participate in a monthly emergency drill.

INTRUDER DRILL



Heightened Awareness

This means a potential exists for an unusual situation and all parties should have heightened awareness to react as needed.

Have communications available. (email, cell phone, Message 101, etc.)

Limit movement to and from your classroom to be accountable for your students.

Secure Your Area

This means a potential to danger or a threat to safety does exist. This is NOT a lockdown situation.

To secure area retrieve any students in hallway near your area; lock your door; cover your window; secure exterior doors; continue with instruction; cease entering and exiting classroom until further instructed. Intercom communication is acceptable.

Secure Your Area



Lockdown

This means there has been recognition of a potential or eminent threat. Take immediate action using the best information you have providing your safest and best option for survival.



Hide

- Secure your area.
- Prepare room for intruder entry. (barricades)
- Secure self defense items.
- Seek immediate shelter as practiced.
- Stay quiet.
- Turn lights off.
- **Stay in place until law enforcement or school official comes for you.**

Run

- Move away from eminent threat to safer location.
- Use the best information you have to make decision.
- Stay together.
- Provide help to others as you can.
- Call 911 once you reach a secure location and follow HIDE procedures.

Fight

- As your only remaining means of survival, engage the intruder with any physical means possible.
- Attempt to incapacitate the intruder.
- Commit to your actions.
- Improvise weapons.



In the event of severe weather, students and teachers will be alerted through the intercom system.

Students outside or in the gym are moved into the building to designated safe areas.

Severe Thunderstorm Warning/ Tornado Warning

- Do not open windows; lower drapes and blinds, if you have time.
- Exterior doors should remain closed.
- School should not be dismissed during a warning UNLESS directed to do so by the superintendent.
- Staff and students will be relocated to safe zone.

Recommended Positions for Students and Staff While in Shelter

1. Kneeling with their heads between their knees and facing the wall.
- OR
2. Seated on the floor with their backs to the walls and legs tucked. Follow directions from administrative team as given.

In either case, persons should be as low as possible to reduce injury from flying objects. If available, some form of covering should be used to protect heads, arms, and legs.

SEVERE WEATHER KNEELING POSITIONS



OR

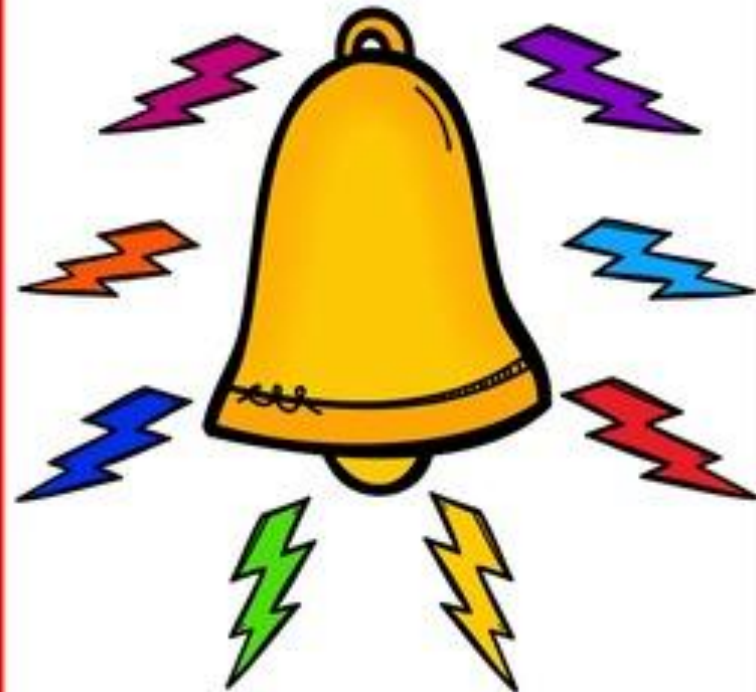


FIRE DRILL

When we hear the fire alarm we stop, get in line, and walk out the building.



The fire alarm is loud.



Receipt Acknowledgment

Thank you for reviewing the Sanford Middle School Student Handbook. If you have any questions, please feel free to contact the school administrator.

Mr. Steven A. Davis, Interim Principal

davis.steven@lee.k12.al.us

334-705-6040

[Sign Here](#)

