

Student Information

and

Procedures

**Vision Statement:**

District: Preparing Students for Life

Sligh Middle Magnet: Building a Culture of Excellence

**Mission:**

District: To provide an education and the support that enable each student to excel as a successful and responsible citizen.

Sligh Middle Magnet: To provide an educational community for students to become **Positive, Respectful, Innovators, Determined** for **Excellence.**

**School Hours**

What are the school hours?

8:30 AM – 3:25 PM

What day and time is early release?

Early release is every Monday. Students are released at 2:25pm.

**Drop-Off**

* School begins promptly at 8:30am
* Drop-off 8:00am-8:25am
* Breakfast is free for all students and will be served until 8:25am
* Pick Up begins: Mondays at 2:25pm, Tuesday-Friday at 3:25pm
* **Drop off and Pick-Up at 7/11, Laundry World, Crab Shack, or any surrounding business is considered trespassing and will result in a ticket from Tampa Police Department.**

What time can car-riders/walkers/bike-riders arrive on campus?

* Students may begin arriving on campus at 8:00 AM and report to the cafeteria
* At 8:00 AM students will be dismissed to go to breakfast or their holding areas until 8:25 AM

Where do bus riders go once released from buses?

* Students have two options:
	+ First, they may go to the cafeteria for breakfast.
	+ Second, they may go straight to their holding area.

Where do students report at 8:25 AM?

* At 8:25 AM students may report directly to first period.
* Once they enter the classroom, they MUST STAY IN.
* LEARNING BEGINS AT 8:30 AM

Is there a before-school care fee-based program?

* There is no before-school care program.

Can parents drop off students before 8:00 AM

NO -- Students cannot be dropped off before 8:00 AM.

Where can parents’ drop-off their children in the morning?

The AM drop-off point is at the front of the school. Parents must only use the car loop to drop off students. **\*Parking lots are blocked off for student safety\***

**Extended Care**

Is there an after-school program at Sligh?

Yes. Sligh Middle Magnet School offers an after-school program provided through the Boys and Girls Club.

* This is a free program.
* The after-school program will provide after-school care Monday through Friday from 3:30 PM – 6:00 PM.
* An application for this program must be completed through their website.
* Registration Link: <https://parentportal.bgctampa.org/>

**Pick-Up**

Where can parents pick up their children in the afternoon?

1. The PM pick-up point is at the front of the school. Parents should use the car loop to pick up their students.
2. Parents must form a single line of cars. Students must enter the car from the passenger side ONLY.
3. Please drive slowly and use extreme caution while driving in this area.
4. **Students that will be picked up from school in the afternoon MUST use the car line. Please do not drop off or attempt to pick up your children at the 7/11, Crab Shack, Laundry World, or businesses in the surrounding area, faculty parking lots (front), the bus ramp, or visitor parking lot.**
5. There is no visitor parking between 2:30 PM – 3:45 PM. Due to the large volume of pick-up traffic at dismissal time, parents will be unable to access visitor parking spaces located on the Sligh campus.

How late can parents pick up children after school?

All afternoon car-riders need to be picked up in front of the school by 3:30 PM (or until the pick-up line clears). Students who are left on the “car ramp” after the pick-up line clears, will be taken to the Main Office to contact their parents.

What if I need to pick up my student early during the last period?

Due to the traffic congestion and the high volume of activity in the main office during the last 20 minutes before dismissal, parents need to pick up their child no later than 2:55 PM.

Where can parents park when they visit the school?

* There are seven visitor spots and handicapped parking located on the curved driveway in front of the school.
1. There is no visitor parking between 2:45 PM – 3:45 PM. Due to the large volume of pick-up traffic at dismissal time, parents will be unable to access visitor parking spaces located on the Sligh campus.

How does a parent get an emergency transportation change to a student?

* Plans regarding students' pick-up after-school must be made at home in advance, as these messages interrupt the students’ instruction and learning.
* **In order to ensure that students receive their messages, all emergency transportation change telephone calls need to be made to the Main Office no later than 2:45 PM.**

How do parents make arrangements for their children to ride a different bus home just for the day?
Per the transportation department policy, there will be no temporary bus changes made. For example, Sligh will not accept any parent request for students to ride a bus home with a friend, or dropped off at another stop, etc.

How will I know if my child’s bus is late leaving Sligh Middle?

* We encourage all students to use their cell phones to notify their parents of late buses, per administrative approval.
* If a student does not have access to a cell phone, the student should request from an administrator on bus duty to use one of the phones located close to the bus ramp.
* Transportation has an app for parents: [**HereComestheBus.com**](HereComestheBus.com)

**Student Materials and Supplies**

What is the book-bag guidelines?

* Book-bags that do not have wheels, frames, or lots of extra padding.
* Book bags on rollers are not allowed on campus, as they are considered a safety hazard in the hall.

What materials do students need?

Teachers will provide students with a specific list of supplies for their team and/or individual classes.

##### What things should students NOT bring to school?

* Items that should not be at school include laser pointers, lighters, contraband, weapons (or anything that might be considered), play guns, water balloons, vape products. Please refer to district policies.
* The school shall not accept responsibility for personal electronic devices, personal property of any kind including money (per district policy.)
* All bikes and scooters must remain locked in the bike ramp. Students should also bring a lock from home to secure these items within the bike ramp.
* Skateboards, in-line skates and skate shoes are not allowed on school grounds.
* **Failure to comply with these procedures will result in confiscation of the property. THE PROPERTY WILL ONLY BE RETURNED WHEN THE PARENT COMES TO THE SCHOOL TO PICK UP THE CONFISCATED ITEM.**

Are cell phones allowed on campus?

* Cell phones should not be activated, visible or used during school hours or on school buses (per district policy).
* If a student needs to use the phone for emergency use only, he/she may use the phone in the Main Office during the hours of 8:00 AM to 3:30 PM.
* The school is NOT responsible for lost or stolen cell phones (per district policy).
* Failure to comply with these procedures could result in confiscation of the property.
* Students are also subject to disciplinary action (per district policy).

**Make-Up Work**

###### How can students receive their make-up work after an absence?

*The following is district school board policy:*

* A student who has a recorded excused absence is allowed to make-up work.
* Per district policy, it is the responsibility of the student to talk to the teacher about make-up work. **The student must ask the teacher for his/her make-up work within the first three days of his/her return to school.**
* Each teacher will set deadlines for the work to be made up. The deadline dates are based on the number of days the student missed and the nature of the missed work. Students must submit the make-up work within the deadlines set up by the teachers.
* If a student is ill and will be home longer than three days, the parent may call the Office of Student Affairs and request make-up work.

**Student Behavior**

What are the school-wide expectations for students?

Students will follow CHAMPs campus procedures.

Can students eat snacks throughout the day on campus?

Students are only allowed to eat snacks when in the cafeteria. Eating in the hallway is not allowed.

**General Student Procedures and Practices**

Are parents allowed on campus during school day?

* According to teacher contract, teachers must receive a minimum of 24 hours’ notice for a parent-teacher conference, visit or “chat”. Conferences must be approved by the administration.
* All visitors must have an adult faculty escort when on property.

What are the guidelines for giving student medications during school hours?

* Only prescription medication will be administered on campus. Over-the-counter medications must be accompanied by orders from the physician.
* Medication must be delivered to the school by an adult in the original container in which it is purchased.
* The school nurse must clear students taking any medications. Misuse of medication can result in disciplinary action.

What are the PE guidelines?

* It is the responsibility of the student to wear proper footwear during participation in the course.
* A note from a parent or guardian is required to temporarily excuse a student (1-3 days) from participating due to illness or injury.
* A student must submit a note from a physician for exemption from PE or restricted activity for four school days or longer.
* Students may wear caps to protect them from the sun during outside PE activities.
* Students may bring water bottles to school for use during PE.

Is there a cost for middle school athletic events?

* HCPS has cashless ticketing. NO REFUNDS. Please follow the link on our school website to purchase tickets.

Can a parent help chaperone field trips and volunteer on campus?

* All parents (or other adults) who volunteer on campus and/or serve as chaperones for field trips or team celebrations must fill out a district volunteer application online via the Volunteer Services office. The process for review takes approximately 4-6 weeks.
* SERVE forms are only valid for one year. [Click here to apply](https://www.hillsboroughschools.org/Page/7346).

What is the cost of breakfast and lunch?

* Breakfast is free for all students. Breakfast is served from 8:00 AM – 8:25 AM.
* Lunch is free for all students.

##### **Common Discipline Issues**

##### What is the school district’s definition of bullying?

**The district defines bullying as:**

*(Intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.*

What should my child do if he/she feels like he/she is a victim of bullying?

Tell an adult so the situation can be investigated. Since one of our school-wide expectations is to stamp-out bullying, these types of incidents take a priority status.

What is “Naw to the Paws”?

DISPUTE/ROUGH HORSEPLAY Student who deliberately pushes, pulls, shoves, strikes, taunts, antagonizes, or mutual physical altercation with another student or students or by acts or words that do not result in any injuries. **This includes all forms of “play-fighting”. This will result in automatic parent pick up.**

**Tardy Policy**

What is the district’s definition of a tardy?

*According to district handbook:* The student is tardy when he/she is not in his/her assigned station (seat) at the beginning of class.

Definition of Excused Tardy (*According to district handbook):*

|  |  |  |
| --- | --- | --- |
| Illness | Accident | Emergency |
| Breakdown of vehicle  | Medical appointments | Major family problem |
| Severe weather | Breakdown of school bus | Medical or dental appointment (with note) |

Definition of Unexcused Tardy *(According to district handbook):*

|  |  |  |
| --- | --- | --- |
| Forget school supplies | Overslept | Non-educational appointments |

*\*\*After numerous infractions, parents will need documentation to support excused tardies\*\**

What is the difference between a tardy and an absence?

*According to district handbook:* If a student misses more than half of the period, the student is unexcused absent.

##### What are the procedures for student sign-in?

* If a student arrives at school after 8:30 AM, the parent must accompany the child to the Main Office. The parent will officially sign-in the child on the attendance computer and receive a pass to class. School personnel will sign the pass. The pass will be marked “excused” or “unexcused” depending on the nature of the tardy (See Hillsborough County Schools Handbook).

What are the consequences for unexcused tardies?

* Students who have unexcused tardies will be subject to the tardy consequence plan.

**Sign-Out Policy**

What are the procedures for student sign-out?

* The student sign-out area is in the Main Office. The parent will officially sign-out the child on the attendance computer and receive a pass to class.
* Students may only be released to individuals listed on the emergency cards.
* All adults picking up students will be required to show ID.
* All student sign-outs must occur before 3:00 PM to minimize class interruptions during the last period of the day and ensure a smooth whole-school dismissal.
1. **According to district policy, more than four sign-outs in a grading period shall require documentation or a conference with the assistant principal for the sign-out to be considered excused.**

**Absence Policy**

What are the procedures if a student is absent?

* Parents should call the school (813-276-5596) and press “1”.
* Please call in by 8:30 AM daily to report an absence. In other words, if a student is ill for three days, the parent needs to call all three days (prior to 8:30 AM).
* Please give the following information:

1) Caller’s name and relationship to student, 2) Student’s legal name, 3) Student’s grade, 4) Reason for absence, and 5) Daytime telephone number where the caller can be reached for verification if deemed necessary.

* If a student has excessive unexcused and/or excused absences (five or more) over the course of the school year, the parent will be required by an Assistant Principal to show documentation (doctor’s note, etc.) A conference with the assistant principal will be set to discuss the excessive absences. A letter will be mailed home after the \_\_\_\_\_ absence for the year.
* All absences are considered unexcused unless the parent calls before 8:30 AM on each day of the absence. Unexcused absences have a negative effect on grades, as it results in a grade of “zero” for tests and or graded work missed. Remember, students accumulate unexcused absences when parents do NOT call-in the absences.

What are the procedures for getting preplanned absences excused? Are they marked excused?

* According to district policy, a preplanned absence for a personal reason that is acceptable to the school’s administration may be marked “excused”. Approval is contingent upon the reason for absence, the student’s attendance record, the student’s academic record and student’s conduct.
* For these types of absences, parents should contact their child’s Assistant Principal for prior approval. These types of absences must be requested and approved at least three days prior to the absence.
* Each assistant principal will notify the teachers of the excused pre-planned absence.

Important! Important! Important!

Call 813-276-5596 each day that your child is absent from school.

**Dress Code**

What is the dress code for Hillsborough County?

**Sligh** Middle School does have a uniform policy. Students must adhere to **Sligh** and the district’s dress code.

-Red, White, or Black Polo Shirts

-Khaki or Black shorts or pants

* Shoes must be worn. Skate tennis shoes and bedroom slippers are unacceptable.
* Girls: Clothing that exposes the shoulder (such as tube tops, spaghetti straps or similar type clothing) must be worn with a blouse or shirt that covers the entire shoulder.
* Boys: Shirts must have sleeves.
* Clothing that exposes the midriff; either front, back or sides must not be worn or tied to expose said areas.
* Clothing shall not expose the mid-chest area or undergarments.
* Clothing not fastened or with tears that are indecent must not be worn. Wallet chains must not be worn.
* Clothing traditionally designed as undergarments or sleepwear must not be worn as outer garments.
* All pants and shorts must be secured at the waist. Hair must be clean and neatly groomed.
* Head coverings must not be worn in the building. *(In other words, hats, caps, bandanas of any kind, bonnets, do-rags, etc. are not permitted on school grounds.)*
* Miniskirts, mini dresses and short shorts are not permitted. Hemlines must be no shorter than fingertip length.
* Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang or alcohol-related wording or graphics, or which might provoke or tend to provoke student disruption in the school must not be worn. *(This includes wristbands, bandanas, spiked accessories, wording or graphics about tobacco and weapons.)*
* The student has two options for changing clothes:
* Have your parents bring in a change of clothes.
* Put on a change of clothes from the Clothes Closet.