



Sweetwater Middle School Information Sheet



School Phone Numbers	Main Number – 770-923-4131 FAX – 770-806-8930 Clinic – 770-806-8940 Counseling –770-806-8937 (6 th) 770-806-8943 (7 th) 770-806-8936 (8 th)	Offices 6 th Grade- 770-806-7811 7 th Grade- 770-806-7809 8 th Grade/GU- 678-380-7228
School Hours	8:50am – 4:05 pm	No late checkouts after 3:30 pm
Arrival Time	Students should not arrive at school until 8:50 am unless they have a note from a teacher. Students who arrive prior to 8:50 am will be asked to wait in the old gym, except for Academic Help Days.	
Academic Tutoring Help Days	SMS Teachers will be available for additional instructional support and assessments on the following days Monday – Friday for all subject areas from 8:00 – 8:50, except the last Friday in each month. Students enter the school from 7:30 – 8:15 am from the car rider lane on help days. Teacher will begin to pick up the students from the Old Gym starting at 8:05 am.	
Contribution Request	We will send an email to you with a link to MyPaymentsPlus.com so you can make payments prior to Meet your Teacher. Assistance and computers will be available on Meet your Teacher to assist you with the process.	
Remind	Principal and teachers will send event reminders, announcements, and school safety information via email messaging. You are encouraged to update your email address to receive notifications.	
School Messenger	The school will send emails using the GCPS School Messenger. This is the official communication system for all GCPS. Parents can update contact information in the parent portal. In addition, another great resource is ClassDojo for quick correspondence with staff members.	
Parent Portal	The GCPS Parent Portal serves as a valuable resource for information about your child and his or her academic career. The Parent Portal can be accessed safely and securely from a device with internet access. If you have not done so already, you can sign up during Meet your Teacher.	
Attendance	All students are encourage to attend school on a daily basis. The face-to-face instructional time is key to student success. If your child is absent, please send in a written note with student name, ID#, date of absence, reason for absence, parent signature and contact number to the grade level clerk.	



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Lunches Application required each year	<p>The Federal breakfast and lunch program has been extended for the 2021 – 2022 school year. We are asking all parent to complete the Free/Reduced lunch application this year. Our school receives local funding based on our lunch status. This allows us to pay for additional teachers to reduce class sizes, technology devices, before/after school programs, staff development, and parent workshops.</p> <p>Apply online for free and reduced lunch after July 18, 2021, http://gwinnett.schoolunchapp.com. <u>Students who participated in the meal program last school year</u> are required to reapply. Contact the Café Manager Naomi Harden at 678-380-7215 for assistance.</p>
Clinic	<p>The clinic worker will be available to meet with parents and accept medications. Please complete all required forms while visiting the clinic. All medications in original package.</p>
Lockers	<p>Small book lockers are located in homerooms.</p>
Discipline	<p>We are a PBIS award winning school, promoting positive behaviors. *Please refer to the GCPS Student Discipline Handbook for further guidance and information.*</p>
Connections Classes	<p>All middle school students take two connections classes each semester (18 weeks) grading period. Students may select from the following yearlong classes: Chorus, Orchestra, or Band. SMS will offer a variety of classes, which are assigned to students each semester.</p>
Parent Center 8:30 AM – 4:00 PM daily	<p>Dr. June Harris will serve as our Parent Liaison. She will provide computer classes, instructional support to parents, and connect parents with resources to support their students.</p>
Supply List	<p>Visit our website under the “Academic” tab for all grade levels supply list.</p>
BYOD Bring your own device	<p>Devices may be brought to school for learning activities. No game devices such as Game Boy, PSP, Nintendo, etc. should be brought to school at any time.</p>
School Visits	<p>For the safety of our children all visitors must check in and out through the office and wear a visitor's badge while in the building. In order to visit a child in the classroom, the individual's name must be included on the child's registration information. Parents should not visit the classroom in the morning before school. In order to protect instructional time, please notify the teacher in advance if you would like to make a classroom visit. If you want to discuss the progress of your child, you should call, send an email, or make a conference appointment at a time when class is not in session.</p>



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Dress for Excellence	<p>Student dress should not cause any distraction from the instructional program. Students are encouraged to dress appropriately for the school setting, suitable to weather conditions, and in good taste. Short skirts, short shorts, or halter tops/crop shirts, overly ripped jeans(preferred below the knee), jeggings, are not considered appropriate dress for school. Hats, bandanas, and sweatbands should not be worn in school. Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence. Students should wear shoes that allow for safe travel(no flip flops) and Crocs must have strap on the back at all times. High heels will not be allowed on the gym floor. The leadership team has the discretion to determine if clothing or attire is distracting from the instructional program. Students and parents will be asked to assist in making the attire suitable for a learning environment.</p>
Transportation	<p>Any change in dismissal requires a written note. If transportation arrangements for students for car-rider or walker need to change due to a critical need, you must send a written note to your child's teacher. In this note, you need to include the following information: your child's name, your name, his/her usual transportation home, the new arrangements home and your signature. We cannot accept requests by phone or e-mail to alter arrangements. If you have moved, please bring in a copy of the new lease/HUD, so a transportation change form can be issued from the school office in order for your child to ride on a new bus. Students are not allowed to ride a different bus home, even if they have a written note.</p>
Cell Phone Use in School	<p>Students may use cell phones for instructional purposes only. Students may use the office phones to contact parents, as needed. Cell phones used for non-instructional purposes that disrupts learning can lead to disciplinary action. SMS is not responsible for lost or stolen cell phones or devices. We will do our best to investigate the matter when needed.</p>