

# Sweetwater Middle School

## Parent and Student

### Guide



## Meet the Team

<b>Chekquita Johnson, Principal</b>		<b>Wendy Tait - AA</b>	
<b>6th Grade AP</b> Mareka Wilcox	<b>6th Grade Counselor</b> Chandra Williams	<b>6th Grade Clerk</b> Ngozi Obu	
<b>7th Grade AP</b> Gambria Lightfoot	<b>7th Grade Counselor</b> Donna Jackson	<b>7th Grade Clerk</b> Ana Arana	
<b>8th Grade AP</b> Valarie Morgan	<b>8th Grade Counselor</b> Joe Genaro	<b>8th Grade</b> Patricia Escobar	
<b>Gear Up/Connections</b> Karla Dickerson		<b>SPED/Connections</b> Nona Hodges	
<b>Parent Instructional Coordinator(PIC)</b> Dr. June Harris			

2021 – 2022

“The Big Comeback, from Surviving to Thriving”

## 6th Grade

- Students will begin each day in homeroom for breakfast and morning announcements.
- During each class period, teachers will engage students in daily AKS aligned instruction, independent/group practice with support, and summarizing activities to capture the daily learning objectives.
- **Patriots Time (ELT)** – Students will receive additional support in all subject areas for enrichment and remediation. The rotating schedule will be:

**Mon:** 1st Academic  
**Tues:** 2nd Academic  
**Wed:** 3rd Academic  
**Thurs:** 4th Academic

### 6th GRADE

<b>Beginning</b>	<b>End</b>	<b>Class</b>
8:50	9:15	Homeroom/Morning Work
9:20	9:50	Patriots Time (ELT)
9:53	10:55	Academic 1
10:58	12:20	Academic 2/Lunch
12:25	1:50	Connections A or B
1:55	3:00	Academic 3
3:03	4:05	Academic 4

**Connections Schedule:  
 Monday/Wednesday – A Day**

**Tuesday/Thursday – B Day; Friday A/B Day**

**If there is no school on Monday, students  
 will start A day on Tuesday.**

### 7th GRADE

<b>Beginning</b>	<b>End</b>	<b>Class</b>
8:50	9:15	Homeroom/Morning Work
9:20	9:50	Patriots Time (ELT)
9:55	11:20	Connections A or B
11:25	12:30	Academic 1
12:33	1:55	Academic 2/Lunch
1:58	3:00	Academic 3
3:03	4:05	Academic 4

**Connections Schedule:  
 Monday/Wednesday – A Day**

**Tuesday/Thursday - B Day; Friday A/B Day**

**If there is no school on Monday, students  
 will start A day on Tuesday.**

### 8th GRADE

<b>Beginning</b>	<b>End</b>	<b>Class</b>
8:50	9:15	Homeroom/Morning Work
9:20	9:50	Patriots Time (ELT)
9:53	10:55	Academic 1
10:58	12:00	Academic 2
12:03	1:27	Academic 3/Lunch
1:30	2:35	Academic 4
2:40	4:05	Connections A or B

**Connections Schedule: Monday/Wednesday –  
A Day**

**Tuesday/Thursday - B Day; Friday A/B Day**

**If there is no school on Monday, students will  
start A day on Tuesday.**

### **NO ELT for Gear Up or STEAM**

#### **8th Grade STEAM and Gear Up Schedule**

#### **STEAM and Gear Up**

<b>Beginning</b>	<b>End</b>	<b>Class</b>
8:50	9:15	Homeroom/Morning Work
9:20	10:17	Academic 1
10:20	11:17	Academic 2
11:20	12:17	Academic 3
12:20	1:37	Academic 4/Lunch
1:40	2:35	Academic 5
2:40	4:05	Connections A or B

### **Tutorial and Student Support**

If your child need additional support during digital learning. All students can attend the following daily Help Days/Times with team teachers.

**Time: 8:05 – 8:50**

**Monday: Language Arts**

**Tuesday: Math**

**Wednesday: Science**

**Thursday: Social Studies**

**Connections sign-up with individual teachers**

## **Daily School Procedures:**

### **Hallway transitions**

- Students are to travel in a line following a socially distanced manner.
- There should be no touching or playing in the hallways.

### **Masks**

- Face coverings or masks are strongly recommended for staff, students, and visitors.
- If worn, masks may be removed for meals (breakfast, lunch, and designated snack times).
- Masks may be removed when outside, where social distancing can be achieved.
- Masks must be aligned to school dress code.

### **Safety**

- Students will wash hands prior to eating breakfast or lunch.
- GCPS approved Hand Sanitizer will be available in all classrooms.
- Classrooms will be set up in individual rows with students facing forward.
- Moving around classrooms will be minimize to only transition times.

### **School supplies – we are still encouraging individual supplies for all students**

- Hand sanitizer
- Wipes (recommended as a precaution for your child)
- Dry erase markers
- Paper (loose leaf)
- Pencils/Pens
- Post it notes
- Kleenex
- See our entire school supply list on the Sweetwater School website at <https://www.gcpsk12.org/SweetwaterMS> under the “**Student Tab**”

### **Technology**

- Students are encouraged to bring their own technology device. This will eliminate the need to share devices. Students will need to be responsible for keeping up with their individual devices while at school.

### **Transportation**

- Bus riders will enter the school through the bus lanes designated per grade level and proceed to homeroom classes.
- Buses that arrive before 8:50am will enter by the doors at the front office. Students will report to the old gym or daily help session.
- Please click the link below to access instructions on how to retrieve your child's bus information <https://www.gcpsk12.org/domain/12773>

- Car riders -Parents will receive a Car Rider Registration form to complete. You will receive a car-rider tag with an assigned number. Your child must turn in the form to their grade level clerk to get a car tag and student bookbag tag. Please put this tag on your rearview mirror upon entering the car rider lane for dismissal. (Only one number needed per household.)
- Car riders- In the morning students will go to the old gym and sit on the bleachers in designated decals that are set up for social distancing.
- Students **may not be dropped off** prior to 7:30am.

## Homework

Homework reinforces knowledge and skill learned at school and is an integral component of each student's educational experience. It provides an opportunity for students to explore and master knowledge and skills more thoroughly than class time alone will allow. Additionally, homework encourages the development of responsibility, self-discipline, and personal study skills.

### ➤ Teacher Responsibility

The individual teacher will provide meaningful homework assignments needed to reinforce and develop the knowledge skill that is being taught during class. The teacher will articulate the directions for the homework assignment in writing and verbally during class and include the directions on eCLASS. The teacher will assess student performance on assignments, including homework, and provide students with verbal, written, and/or graded feedback on performance.

### ➤ Student Responsibility

Students are expected to write homework assignments in their agendas. They are expected to attend and participate in classroom lessons and to know what assignments have been made. When students have been absent, it is the student's responsibility to obtain the assignments and make up the work within the period of time allowed by the teacher. **However, teachers are ultimately responsible of notifying students of the work they missed during their absence.** Given conscientious attention in class, students should be able to complete their homework independently. Students are also expected to access eCLASS to make sure their homework assignments are completed as directed.

### ➤ Parent Responsibility

Parental encouragement is a key factor in helping students achieve success on homework assignments. Parents are expected to provide students with good quality time and an environment free of distractions for the completion of homework. They are also asked to review the nature of assignments being given, and thereby provide students with guidance in scheduling time for homework completion as well as strategies for maximizing learning during homework time. Parents are

expected to check agenda books and eClass to ensure students are completing all assignments appropriately. Parents are strongly encouraged to sign up for Parent Portal and check their student's grades and progress frequently.

## Honor Roll

Sweetwater Middle School students are honored for their academic achievement by being placed on the Honor Roll. Each nine weeks the names of the SMS Honor Roll students will be posted near the academy offices and the names of students making "All A's" will be printed in the school newsletter. There will be a ceremony at the end of the year to acknowledge all recipients. Honor Roll students must achieve the following merits in their academic and connections classes:

- All "A's" (all grades 90 and above)
- All "A's" and "B's" (all grades 80 and above)

**Student Code of Conduct** – SMS is an Award Winning PBIS School. In order to ensure all students are treated fairly and we maintain a unified code of conduct across the entire school, we have created a school-wide management plan.

### **SMS STUDENT DISCIPLINE: SCHOOL-WIDE MANAGEMENT PLAN**

#### *Student Expectations for the Classroom:*

1. Enter class quietly and be seated.
2. Come prepared to learn by bringing all materials to class everyday (e.g., textbooks, pencils, paper, and agenda books).
3. Respect yourself, others, and others' property.
4. Follow all directions of faculty and staff the first time they are given.
5. Observe all rules.

#### *Consequences for Not Meeting Expectations:*

- **First Offense** — Teacher warning (Except for offenses requiring immediate Office Referrals) **MIR #1**
- **Second Offense** — If the type of behavior persists, the teacher modifies student's behavior / intervenes—for example, moving the student's seat, assigning a silent lunch, conducting a one- on-one conversation with the student, assigning class time-out, etc. **(Contact Parents.)** **MIR #2**
- **Third Offense\*** — Teacher detention **with parent contact**
  - 30-60-minute detention is assigned
  - Detentions may be held by Teams and/or individual teachers. **(Teachers will not hold students after school for any reason, including detention, without written or verbal parent confirmation that the teacher documents, including the date, the name of the person with whom the teacher spoke and the date and times of the detention.)** **MIR #3**

- **Fourth Offense\*** — “Student Exchange Program” — student is given time-out for an entire day, not including Connections classes, with appropriate amount of individual work from each content area to be completed either on-team or off-team. **MIR #4**
  - Connections Teachers also are expected to use this School-wide Behavior Management Plan. For the “student exchange program,” however, Connections teachers would arrange for the student to spend the period in another Connections Teacher’s classroom.
    - The assigning teacher will collect assignments from teachers to be completed by the student AND inform the Academy Clerk and Administrators about the student’s placement for the day.
    - **The assigning teacher will call a parent/guardian to explain the situation including the consequences of the student receiving a day of time-out AND schedule a “Team” Parent Conference.**
    - An Administrator will participate in the Parent Conference.
    - **Team/Teacher Behavior Contract is created for student.**
- **Fifth Offense\*** — Teacher submits an Administrative Referral and **calls the parent to explain the situation leading to the teacher’s office referral. The Administrative team will apply appropriate consequences as outlined in the GCPS Discipline Handbook.**



As part of our ongoing efforts to stop the spread of COVID 19.

## What if my Child(ren) is Sick?

**IF YOUR CHILD IS SICK** - students are encouraged to self-monitor for symptoms, such as fever, cough, or shortness of breath. Please follow the guidelines outlined in the GCPS Return to Learning Hub. You can access the GCPS Learning Hub for more information that is valuable by clicking the link below:

<http://publish.gwinnett.k12.ga.us/gcps/home/public/schools/learninghub>

# Staying safe in our schools



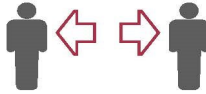
### Personal Protective Equipment

GCPS requires employees, students, and visitors at school facilities to wear masks or cloth face coverings.



### Sanitizing High-Touch Surfaces

Custodians will clean and disinfect frequently touched surfaces and objects, including tables, doorknobs, light switches, countertops, handles, desks, phones, toilets, sinks, and handrails.



### Safe Distancing

Students and adults will maintain physical distance of 6 feet from others, as feasible. Each school has a plan to help address this in hallways and during class changes, including directional signs and traffic patterns. While at school, students should follow these signs, and avoid stopping in hallways or congregating or meeting in groups.



### Health Self-Checks

Staff and students are encouraged to self-monitor for symptoms, such as fever, cough, or shortness of breath.



### Ventilation

GCPS has increased ventilation rates and the percentage of outdoor air that circulates into the system in all schools and facilities. GCPS also upgraded the HVAC filter media to a more efficient and effective product. These steps will help to minimize the potential airborne transmission of the virus in our buildings.



### Enhanced Personal Hygiene

Handwashing will continue to be encouraged and hand sanitizer dispensers will be available in all classrooms.



### School Meals

Meals will be served using a grab-and-go system that allows students to take their meal to the classroom. In addition, cafeteria keypads have been replaced with a barcode scanning system to allow contactless payment.



### Transportation

All students, drivers, and monitors will wear a mask or cloth face covering while riding the bus to and from school. All riders will be assigned seats on the bus. In addition, buses will be disinfected after morning and afternoon routes, and the windows will be open for ventilation.



### Intensified Cleaning Techniques

Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building, surfaces, and high-touch objects.



### New Building Signage

Our schools will communicate reminders about hygiene, safe distancing, masks, and other healthy behaviors.

Gwinnett County Public Schools • 437 Old Peachtree Road NW, Suwanee, GA 30024-2978 • 678-301-6000 • [www.gcpsk12.org](http://www.gcpsk12.org)



# Let us keep SMS Safe!

