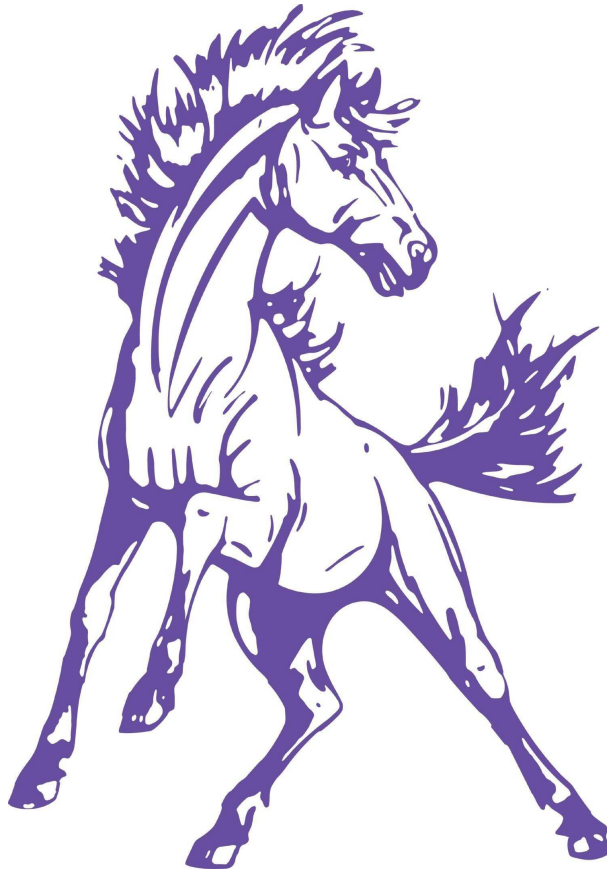


# **SPRING HILL MIDDLE SCHOOL**

**2009 - 2010**

## **PARENT/STUDENT HANDBOOK**



FIND US ON THE WEB AT [HTTP://WWW.USD230.ORG](http://www.usd230.org)

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## **Strategic Plan**

### **USD 230 MISSION**

**Partnering with home and community, the Spring Hill Schools provide excellent educational opportunities that address each student's unique potential to become a lifelong learner and a responsible citizen.**

### **BELIEFS**

We believe.....

- To achieve success, expect the best
- Lifelong learning is essential in a changing world
- All students deserve the opportunity to achieve their unique potential
- A safe, nurturing and friendly environment promotes learning
- Investing in our children is the community's responsibility to future generations
- Important education takes place at home
- Excellence is worth the investment
- To excel, everyone must be accountable
- Everyone is responsible for building character and promoting citizenship
- Strong Communities  $\longleftrightarrow$  Strong Schools

### **STRATEGIC POLICIES**

- We will make decisions based on data, research and facts
- We will focus on the quality of the educational environment
- We will treat others as we want to be treated
- We will be responsible stewards of the district's resources and property
- We will not tolerate verbal, physical or emotional abuse
- We will not tolerate alcohol, drugs, tobacco, or weapons on school grounds or at school events and activities
- We will not tolerate discriminatory or demeaning behavior

### **OBJECTIVES**

- Each student will meet or exceed district, state, and national standards and expectations
- Each student will demonstrate continuous academic growth
- All students will demonstrate lifelong learning skills and effective problem solving
- All students will demonstrate responsible behavior and citizenship

### **STRATEGIC INITIATIVES**

- I. We will explore, identify and pursue financial resources to insure the continued successes of the district to achieve its objectives.
- II. We will develop new and support existing programs that enable students to perform to the best of their abilities.
- III. We will develop and implement programs to be competitive in recruiting and retaining quality staff.

- IV. We will project, prepare and monitor for growth.
- V. We will develop and implement programs to improve communication.

## **SHMS MISSION STATEMENT**

The mission of Spring Hill Middle School is to provide an educational program in a safe, positive environment where all students can learn. This program will provide a variety of exploratory opportunities designed to help students become creative, responsible, and productive in a changing world.

## **INTRODUCTION**

Welcome to Spring Hill Middle School. We, the administration, faculty, and staff, are happy to have you as a member of our student body and look forward to knowing you better and helping you achieve your educational goals.

The Spring Hill Middle School Parent/Student Handbook provides information about rules, policies, academic requirements, and student privileges and responsibilities. We encourage each student to become very familiar with the information in this handbook. A school is a community which needs the cooperation of all those involved to function smoothly and appropriately. Explanations regarding policies or suggestions about how policies might be improved should be referred to a building administrator.

What you gain from your school experience is primarily determined by you. We encourage you to take advantage of the academic and extra-curricular opportunities that are available at Spring Hill Middle School. The more you involve yourself in school life, the more likely you will be to succeed academically and socially.

Again, welcome, and have a great year!

Stephen Flear  
Principal

Julie Estes  
Assistant Principal  
Activities Director

## **OUR PHILOSOPHY**

Realizing the transitional period in a child's life to be of vital importance to his/her physical, mental and emotional growth, we believe our school should exist for the purpose of providing successful experiences for each child. Every child should have the opportunity to realize his potential.

It is our purpose to provide an educational program, which will introduce a variety of ideas, activities and opportunities designed to make students aware of themselves and to help them become creative, responsible, and productive in a changing world.

## **EDUCATIONAL OBJECTIVES**

1. To offer the widest possible variety of innovative, special interest programs exploratory and discovery opportunities.
2. To provide a framework in which each student can learn how to interact socially with peers.
3. To provide the best possible quality education in each of the fundamental areas in order that a child might better know the world in which he/she lives.
4. To intervene during the difficult transitional years of the adolescent with a curriculum geared to his/her special needs.
5. To recognize and encourage the abilities and strengths of each individual student with a flexible curriculum.
6. To help toward a positive self-control of the students' behavior.

The unique need of each individual, student and staff, is of prime importance in the planning and operation of the Middle School. There are necessary rules and guidelines for the effective functioning of any organization, and all of society, but there must be flexibility in the application of those rules and in dealing with violations.

In keeping with the philosophy of our school, the welfare of the individual is our first concern; our second is the welfare of our entire student body. Actions are to be taken on the basis of these two considerations being fundamental issues, with all other circumstances falling in rank of importance behind them. "Fair" does not necessarily mean the same action in every like incident with every individual, and our hope and intent is to always deal fairly with each child, each parent, and each teacher.

## MIDDLE SCHOOL FACULTY AND STAFF

Mr. Stephen Fleer	Principal
Ms. Julie Estes	Assistant Principal/Activities Director
Ryan Bechtel	6 <sup>th</sup> Grade
Jessica Dome	6th Grade
Sarah Hays	6th Grade
Stephanie Meek	6th Grade
Megan Sandberg	6th Grade/Team Leader
Angela Tauer	6th Grade
Martha Bogart	7 <sup>th</sup> Grade, Language Arts
Bonnie Cotter	7th Grade, Language Arts
Christine Hecke	7th Grade, Health/History
Dean Pope	7th Grade, Math/Computers
Harry Vopat	7th Grade, Science/Team Leader
Travis Brown	7 <sup>th</sup> /8 <sup>th</sup> Science/History
Sheryl Allison	8 <sup>th</sup> Grade Math
Stacy Floyd	8 <sup>th</sup> Grade, Language Arts
Steven Haffener	8th Grade, Sci/Computers/Team Leader
Jerry Hunsaker	8th Grade, History
Michelle Maynes	8th Grade, Language Arts
Christine Roitz	8th Grade, Math/Instructional Coach
Aaron Todd	8th Grade Math/Physical Education 6-8
Jeff Acheson	Instrumental Music
Brenda Adkins	Keyboarding & ESL
Kathy Batelka	Student Services
Kristi Bickford	Student Services
Toni Bradley	Student Services
Tom Carbajo	Technology
Laura Coelho	Speech language Path.
Sarah Dorian-Lawrence	String Orchestra
Linda Franko	Student Services
Suzanne Hofmann	Art
Mary Honnold	Family & Consumer Science
TBA	Student Services
Helen Kuttles	School Nurse
Tammy Nichols	Read 180
James Scroggins	Vocal Music
Terry Sharp	Physical Education, Health
Debra Sims	Media Specialist/Librarian
Jennifer Snyder	Foreign Language
Nina Sweeney-Haven	Student Services
Debra Taylor	Counselor
Tracy Myers	School Psychologist

**MIDDLE SCHOOL STAFF**

Janet Bennett	Paraprofessional – Technology Labs
Sue Ann Beery	Paraprofessional
Gail Blauw	Administrative Secretary
Ross Broockerd	Paraprofessional
Todd Brown	Custodian
Shelle Contini	Paraprofessional
Elizabeth Daggs	Paraprofessional
Amy Duncan	Paraprofessional
Michelle Dunmeyer	Office Assistant
Sherry Hall	Paraprofessional
Lisa Lucas	Paraprofessional
Gary Morgan	Custodian
Judy O’Malley	Bookkeeper/Registrar
James Phillips	Custodian
Sandra Rymill	Paraprofessional
Chris Smith	Paraprofessional
Jack Slayman	Custodian
Loretta Sobotka	IMC Aide
Monique Stewart	Health Aide
Rhonda Williams	Paraprofessional

**DISTRICT OFFICE STAFF**

Dr. Wayne Burke	Assistant Superintendent of Schools
Rebecca Cheever	Administrative Secretary
Jayci Dalton	Supervisor of Food Services
Dr. Barton Goering	Superintendent of Schools
Karen Brack	Director of Curriculum
Susan Bragaw	Administrative Secretary
Candace Kramer	Exec. Asst. to Superintendent/Clerk of the Board
Dr. Thomas K. Lawson	Director of Special Services
Nancy Miller	Payroll/Benefits Clerk
Tim Meek	Supervisor of Buildings & Grounds
Marjorie Powers	Bookkeeper
Diana Theis	Adm. Sec. To the Director of Business
Doug Schwinn	Director of Business, Treasurer of the Board
Christine Splichal	Information Coordinator

**REGULAR DAILY BELL SCHEDULE ALL GRADES**

PERIODS	TIME
1st hour	8:05 - 8:45
2nd hour	8:48 - 9:28
3rd hour	9:31 - 10:11
4th hour	10:14 - 10:54
6th Grade SSR	10:54 - 11:15

5th hour - 7th/8th Grades	10:57 - 11:37
6th Grade Lunch	11:20 - 11:40
6th Grade Recess	11:40 - 12:00
5th hour 6th Grade	11:48 - 12:28
8th Grade SSR	11:40 - 11:58
7th Grade Lunch	11:40 - 12:09
8th Grade Lunch	11:58 - 12:28
7th Grade SSR	12:12 - 12:28
6th hour	12:31 - 1:11
7th hour	1:14 - 1:54
8th hour	1:57 - 2:37
9th hour	2:42- 3:20

## **STUDENT FEES AND ADMISSION**

### **Enrollment Fees**

Enrollment fees will be reduced quarterly for students starting after the first day of school in August. Refunds for students withdrawing from school will be made upon request for quarters the student will not be in attendance. No full refunds will be made. No refunds will be made after April 15.

Fees are due and payable at the time of enrollment. Arrangements for exceptions must be made at the time of enrollment with the principal. Students' grades cannot be issued until all fees/debts are paid in full. Fees are subject to change by the Board of Education.

### **Book Rental**

Covers all classes:     \$70.00 (except student project costs)

### **Admissions**

Middle School Games:

Adults:           \$3.00

Students:        \$2.00

Senior High Games:

Adults:           \$4.00

Students:        \$3.00

SHMS will offer a SHMS student pass for a fee of \$10.00 per student pass. This would allow SHMS students to be admitted with the pass to all SHMS home games during the school year. The current MS/JH league student admission rate is \$2.00 per game/event. This would be a substantial savings for many students who attend various SHMS home games/events during the school year.

Adult admission in our league is \$3.00 per middle school game/event. A 10-game ticket (punch system) will be offered to parents for \$20.00. That would be a savings to parents of \$10.00 per ticket if they attend 10 SHMS home games/events.

## **Lunches**

Student lunches are \$2.15 per day and breakfast is \$1.20 per day. The Accu-Scan system will accept any amount of money above the minimum \$10.75 (one week's worth of lunches) and up to a maximum of \$999.00 per account. Parents are invited to join their child for lunch any day. Adult lunches are \$2.90.

## **SCHOOL BOARD POLICIES**

**Student Placement:** Any student meeting school residence and age requirements as outlined in K.S.A. 72-1046 shall be admitted to school. Grade placement, building placement, and teacher assignment shall rest with the principal, who may require testing to establish academic achievement levels for any student transferring from a non-accredited school.

**Middle School Promotion:** Promotion in the Middle School shall be granted upon the completion of required units of study, as outlined for each grade, below:

- A. **6th Grade:** Promotion of 6th grade students shall require their passing eight of the ten subjects taught, of which at least five shall be of the primary courses of Math, Language Arts, Reading, Social Studies, Science and Health, and Spelling.
- B. **Seventh Grade:** Seventh grade students shall be promoted to eighth grade upon passing at least four units of study, of which three must be of Language Arts, Social Studies, Science, and Mathematics.
- C. **Eighth Grade:** Eighth grade students shall be promoted to ninth grade upon completion of at least four units of study, of which three must be of Language Arts, Social Studies, Science and Mathematics.
- D. Effective for the 1990-91 school year, a course in Kansas History must also be successfully completed, usually in grade 7.

Any student of all Middle School grades not qualifying for promotion shall be required to repeat all required units of study and remain at the same grade level for an additional year. The decision to promote or retain a student in the Middle School is the responsibility of the principal. If a student is being considered for an exception to the above stated policy, the principal shall consult with the superintendent of schools prior to making a final decision.

## **Attendance and Truancy: Responsibility for Attendance/Parent or Person Acting as Parent**

Recognizing the need for regular attendance for satisfactory student progress, the Board places the responsibility for attendance upon every parent or person acting as parent, and requires that absences be reported to the school by them, in accordance with the procedures adopted in each school and published in the respective student handbooks. School administrators have an obligation under Kansas law to compel regular attendance

by any child required by law to attend school. Absence from school and tardiness shall be dealt with through efforts to correct the problem (K.S.A. 72-1111).

**Bullying:** The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

**Corporal Punishment:** No school district employee shall use physical force or physical contact against a student or strike a student as punishment for a violation of any discipline policy or regulation of the school district or school. However, nothing in this policy shall be construed to impair a school district employee from using reasonable and necessary physical force to restrain a student in order to protect one's self, other person, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

**Rules and Regulations:** The administrator and his staff of each school may make rules and regulations necessary for implementing student disciplinary policies and maintaining good discipline. Any rule or regulation made within a specific school must not be in conflict with the policy set forth herein or with K.S.A. 72-8901, et. seq.

**Student Rights and Responsibilities:**

- A. A student has the right, by law, to attend a public school as long as he/she conducts himself/herself in accordance with building and district rules, regulations and policies, and does not infringe upon the rights of others.
- B. A student and his/her parents have the right to receive, upon the opening of school or at the time of his/her enrollment, a publication setting forth the major rules and regulations to which students are subject.
- C. A student has the right to have in the classroom an atmosphere conducive to a good learning climate. A student has the right to participate in a school curriculum that will provide personal satisfaction for him/her; give him/her knowledge, skills and understanding adequate for responsible citizenship, and help him/her to understand and appreciate the cultural heritage of various ethnic groups in our society.
- D. A student has the right to safety and security of person and property in the confines of the school building and grounds.
- E. A student has the right to participate with teachers and administrators in recommending advisory councils, student government and/or administrative meetings where matters

relevant to students are being discussed. An individual student has the right to express his/her viewpoint and recommendation either to the representative body or directly to the school building administrator either orally or in a written form, in a courteous and respectful manner.

- F. Except for cases of suspected child abuse or neglect (K.S.A. 38-1523(g), when being questioned by a law enforcement agency or officer, a student must be informed of his/her legal rights, may request the presence of a parent, guardian, legal counsel, or school official.
- G. Student meetings on school property are subject to laws and school rules relating to profanity, obscenity, libel, and slander. The school is responsible for passing judgment on materials containing obscenities, commercialism or of a questionable nature.
- H. A student has the right to be informed of the procedures to be followed in redress of grievances or complaints.
- I. In matters of disciplinary action where suspension from school may be imposed, a student has the right to due process procedures, as prescribed by law.

**Schools and Law Enforcement:** All school personnel shall promote and maintain a cooperative relationship with law enforcement agencies. It shall be the responsibility of school personnel to report suspected violations of the law through the school building office to appropriate law authorities, and to cooperate fully with such agencies in the investigation of crime or suspected criminal action. When a law enforcement agency or officer requests an interview with a student on school district premises who is under suspicion for a criminal offense or in connection with a criminal investigation, except in cases of suspected child abuse or neglect, such interview shall be conducted during non-school hours, a parent or guardian shall be notified, if possible, and requested to be present. If a parent or guardian cannot be contacted or does not choose to be present, such interview shall be conducted in the presence of a school administrator or designated teacher. A report of such interview shall be made to the Office of the Superintendent within one school day following. No student shall be removed from the school by law enforcement officers, except upon the authority of a parent or guardian, valid court order, subpoena, arrest warrant, or other legal police power to protect the rights and safety to the student or others. In any case, an effort to contact a parent or guardian shall be made before the student's removal, or as soon thereafter as possible when prior contact cannot be established.

**Computer Usage:** Computer systems are for educational and professional use only. No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. Employees and/or students shall have no expectation of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. USD 230 BOE Policy IIBG.

**Confidentiality:** The Spring Hill School District is required to protect the confidentiality of any personally identifiable data collected or maintained regarding the identification and evaluation of students for the purpose of placement in special education and in the provision of special education and related services for such students. The confidentiality of records shall be protected at the collection, storage, disclosure, and destruction stages.

A significant Federal education law addressing confidentiality is the Family Educational Rights and Privacy Act (FERPA). Under 34 C.F.R., Part 99, the school district must annually make notification that the parent or eligible student has a right to:

1. inspect and review the student's education records;
2. request that amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. refuse to consent to disclosure of personally identifiable information, except to the extent that Federal laws authorize disclosure without consent;
4. file a complaint with the Kansas State Board of Education (KSBE) or the U.S. Department of Education concerning alleged failures by the school district to comply with State and Federal confidentiality requirements; and
5. obtain a copy of the school district's confidentiality policies and procedures (JRB).

The school district maintains a list of the names and positions of personnel who may have access to personally identifiable data as well as specific procedures regarding the review/inspection of records, disclosure of records, amendments to records/hearing to contest records, storing records, destruction of records, and photographing/videotaping of students.

When a student reaches the age of eighteen (18) years of age, permission and consent shall be accorded to the student provided the student has not been legally adjudicated to be an incapacitated person or under the jurisdiction of a court as a child in need of care.

Please contact the Spring Hill School District Director of Special Services, at 913-592-7293 if additional information is needed about the school district's position and procedures regarding confidentiality of special education student records.

**Dress Code:** Dress codes, where applicable, may be developed within the individual buildings by administrators in cooperation with students and parents.

**Damage/Vandalism to School Property:** Any student who damages, defaces, or destroys any school property shall compensate for such damage and face appropriate, disciplinary measures. (The remainder of this section is in BOE Policy.)

**Discrimination:** Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion is prohibited. USD 230 BOE Policy GAEA.

## **Grading System for Grades K-12:**

<b>GRADING SCALE FOR GRADES 3-12</b>	<b>90 - 100</b>	<b>A</b>
	<b>80 - 89</b>	<b>B</b>
	<b>70 - 79</b>	<b>C</b>
	<b>60 - 69</b>	<b>D</b>
	<b>59 OR BELOW</b>	<b>F</b>

With the permission of the principal, a “PASS/FAIL” grade may be given for some courses. Teachers may set +/- grades based upon their professional judgment.

Pursuant to implementing the district grading systems certain factors should be considered by educators of U.S.D. 230. Since grades signify a mark of achievement and ability of the students to comprehend, learn and accomplish the task(s) assigned to them, all grades should be earned by the student.

Evaluative instruments utilized by teachers concerning student achievements should take into account the following prior to their construction or implementation:

1. Subject matter taught
2. Ability level of students
3. Test items that reflect material taught
4. Realistic expectations of students
5. Difficulty of test items measuring student achievement

A grading scale is an overall guide for teachers to follow. The district realizes the need for flexibility in grading under some circumstances. Therefore, teachers may seek permission from their building principal to deviate from the above-mentioned grading scale. The Superintendent of Schools shall be informed of such exceptions by the principal.

**Student Insurance:** Accident insurance is available to students on an optional basis. Students may inquire at the principal’s office.

**Middle School Activity Eligibility:** The eligibility requirements are consistent with those established by the Kansas State High School Activities Association. To be eligible to participate in any Kansas State High School Activities Association event, a Middle School student must:

- A. Meet all KSHSAA regulations on eligibility (age, physical exam form, proof of insurance).
- B. Meet the following scholarship requirements:
  1. The student shall have passed at least five new subjects of unit weight the previous quarter or the last quarter of attendance.
  2. The student shall be enrolled in and attending a minimum of five new subjects of unit weight or its equivalency, during the present quarter.

- C. Be a student in good standing.

Additional eligibility requirements may be established by the coaches and/or sponsors. These requirements are subject to the prior approval of the building principal.

**Honor Roll (Grades 6-12):**

Principal's Honor Roll

- 1. Numerical "A" average for the grading period
- 2. Straight "A" students

"B" Honor Roll - (Numerical "B" average with no grade below "C")

**U.S.D. #230 HOMEWORK POLICY/STATEMENT:** Homework is an integral part of a student's total learning experience. To derive the greatest benefit from school learning experiences, students must, at times, finish related study and follow-up at home.

The practice of giving homework assignments is therefore supported and encouraged by the Board of Education. In order for the practice to be educationally sound, each local attendance center and individual classroom teacher has the responsibility to determine the need for and the amount of homework, taking into consideration the individual differences among students.

Students should be encouraged to work independently as they progress through school. Homework assignments should be meaningful and clear as to purpose.

**Management Guidelines for Homework (Definition, Objectives, Responsibilities, Criteria and Allocation of Time)**

- I. **Definition:** The extension of learning experience beyond the classroom.
- II. **Objectives:**
  - A. To extend the concept of learning beyond the classroom
  - B. To foster the development of good study habits.
  - C. To encourage the use of independent research skills.
  - D. To promote student independence, responsibility and self-discipline.
- III. **Responsibilities for achieving objectives:**
  - A. Student Responsibilities:
    - 1. Completes assigned work on time and to the best of his/her ability.
    - 2. Assumes responsibility for making up work when absent.
    - 3. Communicates with the teacher regarding difficulties.
    - 4. Schedules school activities and outside employment to allow for successful completion of homework.
  - B. Parent Responsibilities:
    - 1. Establishes with the student an appropriate time and place to complete homework.
    - 2. Provides an appropriate physical and psychological climate to complete homework.
    - 3. Monitors but does not do the child's homework.
    - 4. Initiates communication with the teacher when concerns arise.

- C. **Teacher Responsibilities:**
  - 1. Informs student of homework guidelines.
  - 2. Provides meaningful tasks that support and supplement class work.
  - 3. Evaluates and returns homework.
  - 4. Accepts the fact that rare, extenuating circumstances do arise that may prevent the completion of homework.
- IV. **Criteria for homework assignments:**
  - A. Assignments should be clearly and thoroughly explained.
  - B. Assignments should be within the ability range of most students in the class.
  - C. Assignments should minimize demands on student and teacher time, but yield maximum benefits.
  - D. Assignments should be related to meaningful learning outcomes.
- V. **Allocation of time:**
  - A. In the Middle School (Grades 6-8): At this level, developing good home study habits and learning to study independently should be emphasized. Assignments should be based on individual needs and abilities of students. A suggested guideline for maximum amount of time that a student should be expected to spend on out-of-class study may rise to one and one-half hours per day by the time the student reaches the eighth grade.

### **School Resource Officer (SRO)**

The Spring Hill Police Department, City of Spring Hill and the U.S.D. 230 Board of Education have formed a partnership to provide a school resource officer in the Spring Hill School District. This program is provided in response to the frequency of violent incidents in our nation's school and a recommendation by the 1998-99 district safety and discipline committee. The primary job of the SRO is preventative in nature and to provide a positive law enforcement presence in the school community. The school resource officer is Officer Debbie Rogers and his office is located at Spring Hill High School. Parents and students are encouraged to meet Officer Rogers.

### **School Site Councils**

A site council shall be established in each building in the district.

Each council shall be responsible for providing advice and council for evaluating state, school district, and school site performance goals and objectives and in recommending methods, which may be employed at the school site to meet these goals and objectives.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

### **Searches**

Principals are authorized to search property and/or students if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the

principal shall be carried out in the presence of another adult witness. (Board of Education Policies JCAB, JCABB, JCABB-RR)

### **Safety and Security**

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds. (Board of Education Policy EBC)

### **Sexual Harassment**

The Board of Education is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of school district employees and students is prohibited.

### **Visitors to the School**

The board encourages its patrons and parents to visit the district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds. Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law. (Board of Education Policy KM) (Please see Visitors section under General Building Procedures for further information.)

### **Weapons Policy**

No student or visitor shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include but not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;

- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Penalties for Possession**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice. USD 230 BOE Policy JCDBB

## **SCHOOL RESIDENCE**

State Statute 72-1046. School residence definition of "lawful custodian". Any child of school age shall be deemed to have a school residence in the district in which such child lives if such child lives with an adult who is a resident of said district and such adult is (a) lawful custodian of said child or (b) a person other than such child's parents because of the separation of said parents or the death of either or both of said parents or (c) a relative or person who is contributing the major portion of the costs of support of such child.

For the purpose of this section, "lawful custodian" means a parent, step-parent, foster parent, guardian or other person having legal custody of a child or who is by law liable to maintain, care for or support such child.

## **GENERAL BUILDING PROCEDURES**

The entire school building will be open each school day at 7:55 a.m. No student is to be inside the school building (outside of the cafeteria) before that time unless requested to be, and in the company of a teacher. The school building is closed at 4 p.m. each day. Only those students participating in supervised school programs are to be in the building or on the grounds after that time. Once a student has arrived at school, he or she is not to leave the grounds for any reason until his or her normal dismissal time unless approved by the principal's office.

### **ABSENCES/ATTENDANCE**

Absences from school shall be recorded on each student's attendance record and maintained in the school office. The attendance record shall indicate if the absence is excused or unexcused. Teachers are to follow the procedure established for make up work (see "Make-up Work" section). Teachers are not required to allow delayed make-up work for an "unexcused" absence.

Students are excused in accordance with board of education policy (see Section 10), and medical verification for absences due to illness may be required. In order to attend any school sponsored event the student must be in attendance for the full day preceding the event. Exceptions must be approved by the building administration.

Parents and guardians are requested to telephone the school (592-7288) at the beginning of ANY absence and inform the school personnel of the reason for and the anticipated length of the absence. If a telephone call is not possible or practical, a written explanation is to be sent to the school when the child is returned for attendance. If a telephone call or written explanation, acceptable under board policy, is not provided as explained, the absence shall be listed as UNEXCUSED and may subject the student to disciplinary action and denial of make-up course work.

School attendance is required by state law, and unexcused absences of three or more consecutive days or a total of five days in any one semester shall be reported to the juvenile court in the child's home county, as required by Kansas statute. Truancy will require disciplinary action, which may include Saturday School or suspension.

Explanation of absences shall be accepted only from a parent or legal guardian, or other authority designated in writing.

### **ACTIVITIES/ORGANIZATIONS**

Our activity program will be as broad as interest and facilities permit, and we shall offer a variety of student organizations to meet the needs of the entire student body, in accordance with student interest and as resources allow. In order to practice or participate all students who take part in school activities must be in attendance all day on the same day as a practice session or scheduled activity and must be in good standing. Exceptions must be approved by the building administration. Athletics and/or activity participants must notify the coach or sponsor when they have to miss practice. In the event of a

suspension in-school or out-of-school, students are considered not in good standing and will not be allowed to participate.

### 2009 – 2010 ACTIVITIES/ORGANIZATIONS

<u>ACTIVITY/ORGANIZATION</u>	<u>COACH/SPONSOR</u>
Band Director	Jeff Acheson
Boy's Basketball	Head Coach -Aaron Todd Asst. Coach – Jerry Hunsaker Asst. Coach – Darrin May Asst. Coach – Chris Smith
Boy's Football	Head Coach – Dean Pope Asst. Coach – Darrin May Asst. Coach – Chris Smith Asst. Coach – Brad Reinking
Boy's Track	Coach - Aaron Todd Asst. Coach – TBD
Cheerleaders	Sponsor – Sherry Hall Assistant – Janet Bennett
Choir Director	James Scroggins
Girl's Basketball	Head Coach – Terry Sharp Asst. Coach – Stephanie Meek Asst. Coach – David Brock Asst. Coach – Kim Hanson
Girl's Track	Head Coach – Ryan Bechtel Asst. Coach – TBD
Girl's Volleyball	Head Coach – Meredith Little Asst. Coach – Megan Sandberg Asst. Coach – Darcy Sly Asst. Coach – Lisa Lucas
Newspaper	Sponsor – Michelle Maynes
Orchestra Director	Sarah Dorian
Plays (Drama)	Sponsor – Ross Broockerd Sponsor – Michelle Maynes
Student Advisory Council	Sponsor – Christine Roitz Sponsor – Martha Bogart

Wrestling

Head Coach - Tom Carbajo  
Asst. Coach – Dean Pope

Yearbook

Sponsor – Jessica Dome  
Sponsor – Christine Hecke

### **FRONTIER LEAGUE EXPECTATIONS**

In compliance with the KSHSAA regulations and the Frontier League, Spring Hill Middle School adheres to the values and concepts of citizenship and sportsmanship.

1. Be courteous to all participants, coaches, officials, staff, and fans.  
Booing is prohibited.
2. Abide by and respect the official's decisions. Know the contest rules.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, the team, and your school.
6. Permit only positive sportsmanship behavior to reflect on your school and its activities
7. Do not stomp on or otherwise abuse the bleachers.

### **ACTIVITY TRIPS**

Activity trips are made by bus or other district transportation ONLY. The coach/sponsor has responsibility for the conduct of the students on the bus. While riding on buses, bus drivers, coaches, students and/or accompanying personnel should not indulge in any action that would be a negative reflection on the school or on the students or that violates school/district policy. People representing our school - the coach/sponsor and the team - should dress appropriately. The coach/sponsor will be responsible for determining the appropriate student dress for the activity. Participants accompanying the team or squad are expected to leave and return with the team or squad on all out-of-town trips. Only the principal, the activities director or the coach may excuse a participant from returning with the team. A participant may be given permission to return home with their parents or with the parents of another student. The participant shall present a written request from their parent to the principal, the activities director or the coach. Before they ride home with another parent, written confirmation from the other parent is needed.

### **ANNOUNCEMENTS**

All announcements, posters, and other items, placed on bulletin boards or posted around the building; must first be approved by the office.

## **ASSEMBLIES**

1. Students should sit with their class in the area designated by the teacher.
2. Students are expected to display appropriate behavior at all times and to treat the speaker(s) with the highest respect.
3. Applause is the best way of expressing appreciation and support for the speaker(s). Talking, booing, whistling, and/or catcalls during an assembly are disrespectful and inappropriate and are therefore not allowed.

## **AUTOMOBILIES/MOTORIZED VEHICLES**

No middle school student may drive an automobile, truck, motorcycle, or other motorized vehicle to or on the school grounds at any time (before, during, or after school, including school events), regardless of the age of the student, drivers license, work schedule, or any other consideration. Violation may subject the student to immediate suspension or expulsion from school.

## **BICYCLES AND SKATEBOARDS**

Students may ride bicycles to and from school. They are to be parked and locked in the space provided throughout the school day. Bicycles should be locked in place by a chain and lock provided by the student. The rules of traffic safety are to be observed by riders at all times, and bicycles must not be used to strike or otherwise annoy other students. Violators will have their bicycle privileges suspended or revoked, and may face additional punishment.

*SKATE BOARDS ARE NOT PERMITTED AT SCHOOL OR ON SCHOOL BUSES.*

## **BULLYING/HAZING/HARASSMENT/INTIMIDATION/MENACING**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

## **BUS DISCIPLINE**

All district students are required to follow the bus rules that have been established, to ensure safe transportation to and from school. Failure of a student to obey these rules puts the driver, other students, and the motoring public, at risk and will not be tolerated. Statistically, the vast majority of school bus accidents occur when drivers are distracted from their driving duties by unruly students. If repeated verbal and written warnings,

suspensions, and other remedies by the driver and school officials have no effect, the student may be denied transportation.

### **Student Conduct**

- The bus driver is responsible for all passengers while they are riding, loading or unloading from the bus.
- The bus driver has the authority to assign seating to each passenger.
- Students shall not stand in the traveled portion of a roadway while waiting for the bus.
- Students shall not extend any part of their body out of bus windows.
- Students shall not get on or off the bus or move about while the bus is in motion.
- No tobacco, alcohol or illegal drugs shall be consumed or carried in a bus.
- Animals shall not be transported on a bus.
- No weapons of any type shall be transported on a bus.
- All students using school bus transportation will abide by the school district approved code of conduct posted in each bus.

### **Student Misconduct Notice, processing –**

- First Incident – written warning to student and mailed to parent(s).
- Second Incident – Driver/student conference, student assigned seat; parents called; bus conduct form completed.
- Third Incident – Conference with parent, building administrator, location manager, driver, and student. Bus riding privileges may be suspended.
- Severe Misbehavior – In the case of severe misbehavior, these steps may be bypassed and the student may lose bus privileges from three to five days or up to one school year.
- For students with disabilities who have transportation as a related service, bus suspensions are subject to the same procedural safeguards applicable to disciplinary exclusions under the Individuals with Disabilities Education Act.

### **COMMUNITY CABLE VIDEO**

Pictures and videos of students may be made available to the community cable when class projects or activities are being photographed. There will be no student names published. If there is any reason you would not want your child's picture on the cable please contact the school in writing.

### **DRESS CODE**

The Spring Hill dress and grooming code is the responsibility of the parents, students and school system. Since all three are interested in the best quality education that can possibly be offered to our youth, it should be a joint effort. The general atmosphere of the school must be conducive to learning. Students are expected to use good judgment in determining dress for school. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. Failure to comply will be grounds for suspension. Unacceptable clothing includes biking shorts, see-through jerseys, spaghetti

strap blouses, midriffs of any type or other types of revealing clothing, shirts or other clothing with advertising slogans of questionable reference. This would also apply to state health standards. The wearing of caps, hats and other headgear inside the school during school hours is not courteous and is not allowed. The wearing of any gang related apparel is expressly prohibited.

### **EARLY SCHOOL DISMISSAL**

There are on occasions, times during the school year when students are released from school early. Notification is given in advance when possible. Sometimes this is not possible, as in emergencies or heavy snowfall. Parents should make arrangements for their children's shelter and safety in the event of their child's early arrival at home.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Because participation in extra-curricular activities is a privilege that incurs many hours outside of the regular school day, it is important that participating students be held accountable both academically and behaviorally, as it is the belief of the Spring Hill Middle School staff and administration that academics have a very definite priority over extra-curricular activities. In an attempt to consistently monitor these students, we have developed a Weekly eligibility report system.

In addition to the requirements set by KSHSAA, this system will have the following guidelines for students who are participating in extra-curricular activities. Weekly eligibility forms will be distributed to each 7<sup>th</sup> and 8<sup>th</sup> grade teacher each week and list each student who is participating in an extra-curricular activity. Teachers report on students with whom they have direct contact.

**GRADES:** Each 7<sup>th</sup> and 8<sup>th</sup> grade teacher will report on this form each week any student(s) receiving a grade at or below a C-. Any student receiving a failing (F) grade will be ineligible to participate in the following week's competition(s). This is a cumulative grade from the first day of the nine-week grading period. (The rationale for reporting any grade at or below a C- is to try to increase awareness – both the student's and the coach's and to hopefully bring that grade up rather than down.) Students who are ineligible may be able to attend practices, depending upon the seriousness of the academic situation (coach's/administrator's decision).

**CONDUCT:** There is also a column titled "Conduct" in which the teachers report student behavior problems. Coaches/sponsors are not responsible for handling a teacher's classroom discipline for him/her; however, all students participating in extra-curricular activities are expected to represent SHMS in a positive manner, both in and out of the classroom. Therefore, teachers are expected to report student conduct problems on this report. Coaches/sponsors and/or administrators will then deal with this on an individual basis at their discretion. Severe and or persistent behavior problems may result in the student's ineligibility. Any student who is suspended, in-school or out-of-school, will be ineligible to participate during the suspension.

Any student receiving a failing grade is to meet with the teacher of each class which they are failing for a minimum of 30 minutes for academic help in any week in which they are failing any class.

This eligibility report is administered by the A.D. and is ultimately subject to the discretion of the building administrators. It is supplemental to all KSHSAA, USD 230, and SHMS policies.

### **EMERGENCY PROCEDURES**

Fire alarm (continuous sounding of alarm on fire horns). All teachers are to escort their classes out of the building through the nearest exit. The last person to exit a classroom or hallway should close the classroom and fire doors. Students are to be escorted directly out of the building and not be permitted to stop for coats, books or for any other reason. There is to be no running or horseplay. Once out of the building, students are to be escorted beyond the driveway limits, far enough from the building to allow for the movement of emergency vehicles and equipment. Remain out of the building until an “All Clear” has been sounded on the P.A. system.

Teachers should designate “carriers” in every class to assist handicapped students in emergency situations. Those designated should be the first out of the room, carrying their handicapped fellow student. Teachers should be the last to leave.

### **FEES AND PROPERTY DUE**

Students who owe fees or have not returned school property due may not receive grade reports or diplomas until accounts are settled. In compliance with K.S.A. 72-5386, no records or transcripts shall be forwarded in the case of student transfer until outstanding accounts are settled.

### **FOOD, GUM AND SODA POP**

No food or soda pop is to be taken into a classroom except as a part of a regular classroom activity. The following provisions have been established:

Gum chewing at school is discouraged, but is allowed under the following guidelines:

1. Each classroom teacher is to establish rules regarding gum chewing in his/her class.
2. No gum chewing is allowed in elective classes (i.e. Band, Family & Consumer Science, Computer or Tech Lab, etc.)
3. All students are to observe rules of courtesy and cleanliness of chewing gum. Gum must be properly disposed of in waste receptacles.
4. Gum is not allowed in the lunchroom. Students are expected to appropriately dispose of gum prior to coming to the lunchroom.

## **HALL BEHAVIOR AND PASSES**

Proper behavior is expected at all times in the halls. This includes walking, not running, and voices at a talking level, no yelling. Always keep to the right side of the hall when passing between classes. It is also the students' responsibility to keep the halls and lockers free from litter at all times. Hall traffic during class time should be kept to an absolute minimum! Students who must be in the halls are required to have a hall pass.

## **HEALTH SERVICES**

A registered nurse, on a shared basis with other buildings in the district, administers the health program.

Important elements of the school health program include the following mandated services: Immunization surveillance, and vision and hearing screening. Equally important in the care of the school age child is the follow-through by parents on potential health problems identified in the school health program.

Children, who are found to be running a fever of 100° or above, will be kept in the nurse's office. Parents will be called to make arrangements for their child. A child who is ill with a fever is to be kept home for 24 hours after the temperature returns to normal.

Inspections for head lice will be conducted at the beginning of each school year. If a child is found with lice or nits, the parent will be called to make arrangements for their child. A child will be readmitted when nit free and after being checked by the school nurse or designee. Subsequent classroom inspections will be performed as necessary to help control its spread.

## **HOMEROOM**

Each 6th grade student is assigned to a specific classroom teacher for a homeroom. That teacher will be primarily responsible for the personal guidance of the student's school life. All 7th and 8th grade students are assigned to a homeroom, headed by an advising teacher to help the students in their school adjustment.

During the homeroom period, these advising teachers will be available to counsel and assist the students. Students will also be encouraged to meet with other teachers who may be of special academic assistance to them in their studies, to make use of the library, and to work on individual programs during the homeroom period.

While the emphasis of the Middle School is the development of basic skills, we recognize there is more to life than earning a living. We are also aware that learning the basics is enhanced when the total school experience is enjoyable. Consequently, we shall attempt to provide programs and activities, which the students will thoroughly enjoy, and which will help to prepare them for the greater task of learning and living.

## **INCLEMENT WEATHER AND SCHOOL CLOSINGS**

School closings due to inclement weather will be posted on the district information line (913 592-7272), as well as the district web site: [www.usd230.org](http://www.usd230.org)

## **INOCULATIONS**

All students enrolling in USD 230 schools must provide proof of immunization for certain diseases or furnish other documents, which satisfy statutory requirements. The superintendent or his/her designee may exclude from school those students failing to provide such documentation. Students who are not immunized may be excluded from school during disease outbreaks.

## **INSURANCE COVERAGE**

U.S.D. #230 provides the opportunity for each student to enroll in an insurance coverage program. The insurance is optional at each family's discretion.. Coverage information will be made available through the school early in the year. Students who participate in extra-curricular athletics will be required to show proof of insurance coverage.

## **INTERNET SECURITY FOR STUDENTS**

With the unbounded variety of information available on the Internet, concerns are rightly being raised about the possible delivery of inappropriate material to students. But, the advantages of having access to this wealth of information and the endless opportunities for collaboration far exceed the possible disadvantages.

The Spring Hill School District has filter software in place to safeguard the travels of students in cyberspace. This software permits the system administrator to qualify categorical content on the World Wide Web as acceptable or unacceptable. The software allows student's access to web servers, which are identified as suitable or allowable and attempts to prevent them from accessing sites that are inappropriate. Sites blocked by the filter software can be unblocked when the teacher has verified that the site has instructional merit for students.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

A set of Acceptable Use Guidelines for students has been established with which parents, students, and teachers are expected to comply. The security measures are intended to protect our kids from harm in cyberspace. The Acceptable Use Guidelines are intended to help our kids learn to be responsible and mature in the age of cyberspace.

## **Spring Hill School District Technology/Internet Acceptable Use Guidelines for Students**

The Spring Hill District Schools provide access for students and staff to state-of-the art computer technology, electronic mail and the World Wide Web via the Internet—a worldwide network of networks. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical and lawful manner. It is

a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines.

### **Computer/Internet Use**

Computer systems are for educational and professional use only. No software including freeware or shareware may be installed on any district computer until cleared by the network administrator. Students shall have no expectation of privacy when using district e-mail or computer systems. *E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.*

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. *The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.* Students and parents/guardians are required to sign an annual agreement to ensure appropriate use of computers and the Internet.

### **LIBRARY USE**

Students are encouraged to make use of the school library. They will be allowed to use the library at any time with a pass from a teacher. Books checked out from the library are to be returned by the dates specified. Overdue reference books will require the assignment of after school detention by the librarian. Students are required to pay for any books damaged or not returned and student grade reports may not be issued or records forwarded until materials are returned or purchased.

Students will pay the following for lost books:

Paperbacks - minimum \$3.00 charge or replacement cost.

Hardbacks - minimum charge of \$8.00 or replacement cost.

### **LOCKERS**

Hall lockers will be provided for student use. Each student is responsible for the proper care of their locker. Lockers remain the property of the school and the principal shall have the right to inspect a student's locker with or without his/her presence. This inspection may be done by administrators or with the use of dogs. The security of a student's locker is his/her own responsibility, and their's alone. The school will not accept any responsibility for locker security.

### **LUNCH PERIOD AND RULES**

Spring Hill Middle School has a closed lunch period; each student must remain on the

grounds for lunch, unless advance permission to leave has been granted by the building administration. Expectations for student behavior in the lunchroom are as follows:

1. All school building rules remain in effect.
2. Good table manners and courteous behavior are expected. Each student is responsible for cleaning up his/her own eating area, to appropriately dispose of trash, and to return his/her lunch tray.
3. Students are expected to remain seated until directed by the lunchroom supervisor to line up to get their lunch or to go to recess. Students are not to leave the lunchroom without permission of a staff member.
4. Food and straws are not to be taken out of the lunchroom unless approved by a staff member.
5. Lunch charges are not permitted. In an emergency, a loan for a lunch may be obtained through the office. However, we ask that debts be repaid within three days. No additional loan will be made until the outstanding loan has been paid.

### **MAKE-UP WORK**

Each student is responsible for getting all make-up assignments following an absence. The student will have two days for each day's excused absence to make up work, up to one week's absence. After one week's absence, the student will have the amount of time absent plus one week in which to complete all make-up work. Unexcused absences may result in denial of make-up course work.

### **MEDICATION POLICY**

In compliance with current policies recommended by the Kansas State Department of Education, the Kansas Association of School Boards, and the Kansas Nurses' Association, U.S.D. #230 will not administer any over-the-counter oral medications without a parent's written permission.

When medications prescribed by a physician are needed at school, the school nurse or other authorized personnel may administer the medications under the following conditions:

1. The medication is in the original container with the student's name, physician, current date, name of medication, dosage, and method of administration, length of time for which medication is prescribed, and additional special circumstances under which the medication is to be administered.
2. A consent form signed by parents and the physician must accompany all prescription medications to the office.

Consent forms are available in the school office.

### **Student Self-Administration of Medications - USD 230 Board Policy # JGFGBA**

The self-administration of medication (defined as treatment of anaphylactic reactions or asthma prescribed by a physician; advanced registered nurse practitioner; or licensed physician assistant) is allowed for students in Grades 6-12. To be eligible, a student must

meet all requirements of this policy. Parents/guardians shall submit a written statement\* from the student's health care provider stating 1) the name and purpose of the medication; 2) the prescribed dosage; 3) the condition under which the medication is to be self-administered; 4) any additional special circumstances under which the medication is to be administered; and 5) the length of time for which the medication is prescribed. Annual renewal from parent/guardian is required.

\*form is available at schools or board of education office

### **MISTREATMENT OF STUDENTS**

Every student has the right to attend school with a feeling of security and an assurance of safety. Students are expected to treat others the way they want to be treated. Harassment and intimidation will not be tolerated. Fighting or otherwise annoying students in school, on the school grounds, or while going to and from school and home will not be permitted. Any student found guilty of such will be subject to disciplinary action, which may include suspension from school.

### **MONEY**

Because the school cannot assume liability for lost or stolen money or property, students should NOT bring money to school beyond that required for necessary school activities.

### **NUISANCE ITEMS**

No nuisance items are to be in the possession of students on the school premises. This includes, fireworks, water guns, balloons, animals or parts of animals, noisemakers, pocket knives, puzzle cubes, electronic games, or any other item not required in the course of the program. Such items will be confiscated and subject the student to disciplinary action. Confiscated items will be returned to parents or guardians **ONLY**.

Items to be turned off and kept in lockers during the school day are: cell phones and CD players, radios, etc.

### **PRACTICE/PARTICIPATION PHILOSOPHY**

In order to practice or participate all students who take part in school activities must be in attendance all day on the same day as a practice session or scheduled activity and must be in good standing. Athletics and/or activity participants must notify the coach or sponsor when they have to miss practice. In the event of a suspension (in-school or out-of-school) students are considered not in good standing and will not be allowed to participate.

SHMS will limit participation to 10 participants per squad for the sports of Volleyball and Basketball. This means that there will be 10 members of the 7<sup>th</sup> grade JV squad, 10 members of the 7<sup>th</sup> grade Varsity squad, 10 members of the 8<sup>th</sup> grade JV squad and 10 members of the 8<sup>th</sup> grade Varsity squad for these specific sports/activities. Tryouts will be conducted the first week of the season and the coaches following those tryouts will establish the teams.

We will continue to offer full participation or no cut programs for the sports of Football, Wrestling and Track during the 2009-2010 school year.

### **PHYSICAL EDUCATION UNIFORMS**

All Middle School students are required to have an approved physical education uniform and tennis shoes, which may not be worn to other classes. Students will dress for class as instructed by the teacher. (See Student Supplies Section.)

### **PHYSICAL EXAMINATIONS AND HEALTH RECORDS**

Students new to the district are required to present evidence of immunizations. All students participating in athletics and cheerleading must have a current completed KSHSAA physical examination form on file with the school before participation, according to the requirements of KSHSAA.

### **PLAYGROUND AREA EXPECTATIONS**

**ALL SPRING HILL MIDDLE SCHOOL BUILDING RULES REMAIN IN EFFECT.**

1. Students are to stay on the designated grassy areas and/or on the blacktop area
2. Basketball Goals - These are to be used for basketball ONLY. Students should not jump up and hang from the rims or nets.
3. Tackling, wrestling, or unnecessary roughness is not allowed on the playground. Keep your hands and feet to yourself!!
4. Rock, stick or snowball throwing is prohibited.
5. Footballs are allowed at school but only for playing catch. No football games are allowed..
6. Basketballs are to be used on the blacktop goal areas only. They are not to be kicked at any time.
7. If a teacher blows the whistle, students are expected to stop and listen to directions.
8. No hard baseballs are allowed at school.

### **PROPERTY DAMAGE**

Everyone is held accountable for the damage of school property. Accidental or intentional damage must be paid for by the person(s) responsible. Damage, which is intentional or results from inappropriate behavior, will also require disciplinary action, which may include suspension.

### **REPRESENTING THE SCHOOL**

It is important that all students who represent Spring Hill Middle School do so in the very best possible manner. Each of us bears the responsibility for the reputation of the school. Because of this, it is important that we represent our school well.

If there is ever a question about a student's dress or demeanor, the sponsors of an organization or class may refuse a student the privilege of representing the school.

## **SAFE SCHOOLS RESOLUTION OF INTENT**

The nation's Education Goals states: "by the year 2000 every school in America will be free of drugs and violence and will offer a disciplined environment conducive to learning". America's system of public education relies not only on the skills and dedication of teachers, school administration and educational support staff, but also on the encouragement and support of the entire community. A united effort amongst the Spring Hill School district and the Spring Hill community will help foster the well-being of all students through a safe learning environment. Heightened cooperation and collaborative initiatives of the Johnson County school districts, the local law enforcement agencies, and the patrons of this community will enable schools to maintain the best educational opportunities for all students in a safe school environment. The School Safety and Security Act of 1996 requires all "acts of violence" be reported to law enforcement. Therefore, the Board of Education of Spring Hill School District hereby affirms its intent to support an interagency collaboration between school and law enforcement, and to provide the leadership necessary to accomplish a safe school environment for all students and employees for the purpose of creating safer and more secure schools and to provide a safe and orderly environment conducive to learning.

## **SALES AND SOLICITATIONS**

There is to be no sale or solicitation for sales of products or services for non-school organizations or companies in the school or on the school grounds, either by students or others. All solicitations for charitable organizations must be approved by the principal in advance.

## **SCHOOL DANCES AND SOCIAL FUNCTIONS**

Only Spring Hill Middle School students are permitted to attend school sponsored social functions. Exceptions must have the prior permission of the student sponsors and the school administration. No student is permitted to leave a dance or other school social function and to return. Students must be in attendance at school the full day to participate in any school sponsored activity unless otherwise approved by a building administrator.

## **SCHOOL VIOLENCE HOTLINE**

Effective July 1, 1999, a statewide hotline will be available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Help keep your school safe! Call the Kansas School Safety Hotline at 1-877-626-8203.

## **SNOWBALLS**

Throwing snowballs is not permitted at school because of danger of personal injury. Students caught throwing snowballs are subject to disciplinary action.

## **STUDENT CONDUCT CODE**

In our American system of education, the learning to control one's self so as not to infringe upon the rights of others is of equal importance to academic achievement. A hallmark of educational growth and maturity is one's ability to abide by the established

rules, or to seek reasonable change through proper and responsible action within the structure of our society.

In an effort to establish order and to develop student self-discipline, the following general building rules/expectations for behavior are in place:

1. Be on time to class and have assignments completed.
2. Respect other people's property and person.
3. Listen carefully and follow the instructions of adults in the building.
4. Keep your hands and feet to yourself.
5. No running or loitering--move to the right in hallways.
6. Treat others as you would like to be treated.
7. Put forth your best effort!!

Appropriate and courteous behavior is expected of all students at all times and in all places. While no attempt will be made to list every specific type of unacceptable behavior, some areas do deserve mention, as they may result in immediate disciplinary action:

1. Repeated noncompliance with school rules
2. Failure to comply with reasonable request (willful disobedience)
3. Disruptive conduct
4. Extortion
5. Fighting
6. Intimidation
7. Obscenity
8. Profanity (written, verbal, gesture)
9. Stealing
10. Excessive tardiness
11. Open Defiance (insubordination)
12. Truancy
13. Disrespect
14. Gambling
15. Invasion of the rights of others
16. Throwing snowballs, rocks, sticks, etc.
17. Repeated non compliance with bus rules

Conduct which will result in immediate SUSPENSION includes:

**Tobacco Products**

The use of or carrying of any tobacco product on the school grounds, within the school building, on buses or at school functions by students is expressly prohibited. Violators of this policy will be suspended out-or-school, in-school, or assigned to Saturday School as determined by the administration of the building.

### **Drugs**

The evidence of use, possession, and/or transfer of illegal drugs, controlled substance, marijuana, narcotics, cocaine, and substances (other than food) intended to alter or affect bodily functions is expressly prohibited. Such prohibition applies anywhere on campus, or at any school-sponsored activity, whether within the school district or out-of-town. Students will be suspended out-of-school for such time as the building administration determines, and the matter referred to the appropriate legal authorities.

### **Alcohol**

The use or possession of any alcoholic or cereal malt beverage on school property or at school activities, either within or outside of the school district, is expressly prohibited. Any student who shows evidence of use, either prior to arriving on a school campus or while on such campus, or possession of alcoholic or cereal malt beverages on school property, shall receive an out-of-school suspension for such time as the building administration determines.

### **Fighting**

Fighting on the school campus may result in automatic suspension for a period deemed appropriate by the principal.

### **Profanity**

Obscene, vulgar, profane or disrespectful words or gestures directed at or audible to staff members may result in automatic suspension for a period deemed appropriate by the principal.

### **Weapons**

Possession or use of any weapons at school will result in immediate suspension and/or expulsion.

Students participating in or attending any school activity, who are found in violation of any of the above, will face a term of ineligibility for activity participation, in addition to any other penalty assessed.

Most students progress in this area of responsibility in a normal manner, and do credit to themselves, their parents, and to the school. For those who need additional assistance in this maturation process, it is necessary that certain procedures to handle disciplinary problems be available to correct misbehavior and maintain order.

Those methods, which shall be used by the Spring Hill Middle School staff and administration include the following:

1. Student conference and/or appropriate apologies.
2. Additional assignments, both at home and at school.
3. After school detention and work assignments.
4. Parent contact/conference.

5. Assessment of cost, where damage to property is involved.
6. Loss of certain school privileges, such as:
  - a. Organizational participation
  - b. Attendance at school events
  - c. Free time or recess
7. School probation from one to four weeks.
8. In-school suspension.
9. Out-of-school suspension.
10. Saturday School
11. Combinations of the above.
12. Expulsion from school.

In the case of after school DETENTION (10TH HOUR), notice will be sent home with the student. Detentions are to be served from 3:20 to 3:45 p.m. with the teacher within 24 hours of it being assigned. Parents are expected to make necessary transportation arrangements. In the event of a serious conflict, the parent is to contact the school to request a rescheduled time. Absence from school does not excuse the student from detention; it merely postpones it. Failure to serve the assigned detention on time will result in it doubling and parent contact by the teacher. Further failure to serve the detentions on time will result in a discipline referral to the school administration.

SCHOOL PROBATION is a program under which the student may be required to obtain a written report on his citizenship from each of his teachers each week of the probation period. Poor ratings, or failure to turn in reports when due may result in other disciplinary action.

SATURDAY OR FRIDAY NIGHT SCHOOL is a work and study session designed to act as a deterrent to misbehavior, encourage studious behavior and build cooperation between parents or guardians and the school.

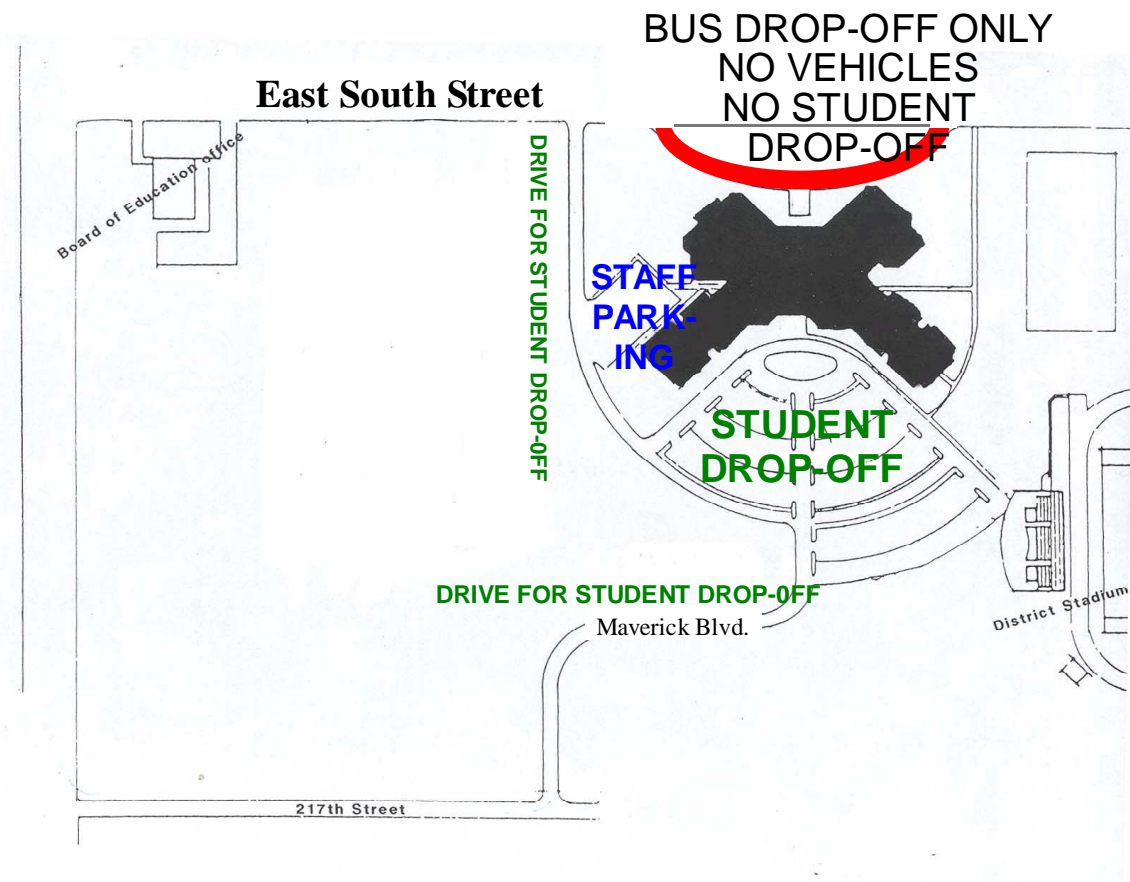
- A. The Saturday or Friday Night School is to be located in a classroom, cafeteria or library with suitable study facilities. The room is to have easy access to both the outdoors and a lavatory so that the students need not enter other sections of the building.
- B. A certified teacher or administrator will be in charge of the Saturday or Friday Night School.
- C. Saturday or Friday Night School for the middle school is a four-hour session divided into two periods: study and work. The actual time limit of each period shall remain flexible depending upon the needs of the students in attendance. The nature of the work period will be custodial and remedial; e.g. scrubbing desks, scraping gum off of the floors, etc.
- D. Discipline - the rules governing Saturday or Friday Night School will be structured and enforced. In addition to the rules of conduct in the school handbooks, student are expected to obey the following:

1. Tardy students admitted more than fifteen (15) minutes after the start of the session will be required to attend an additional session.
2. Students will not be allowed to use the telephone or go to their lockers.
3. Students may not leave their seats or talk to other students during the study period.
4. Students without enough schoolwork to keep them occupied during the study period, or who lack the necessary materials (paper, pencils, etc.) will be refused admission and counted absent. It is the student's responsibility to come adequately prepared.
5. No radios, playing cards, magazines or other recreational articles will be allowed.
6. No food or beverages will be permitted.
7. There will be a five-minute break between the different sessions.
8. At the discretion of the principal, one day of attendance may substitute for one day of suspension.

#### **STUDENT LOADING AND UNLOADING**

When parents or others bring students to the school at the beginning of the school day or pick them up at the close of school, please load and unload all passengers at the main entrance on the south side of the school building facing the large parking lot. Access to this lot is from 217<sup>th</sup> Street and Webster onto Maverick Blvd. or by using the school drive off of South Street that goes by the Staff Parking area. PLEASE DO NOT ENTER THE BUS DRIVE ON THE NORTH SIDE OF THE SCHOOL. This is facing South Street and will be restricted to bus traffic only. **For safety reasons, this drive is not for any passenger vehicles.** This is to protect the safety of all of our students.

When in our main parking lot adjacent to the south entrance of the building, all drivers are expected to be particularly cautious and courteous as this is a very busy area from 3:20 to 3:30 PM daily. Students should be picked up at the curb in the south parking lot area, as we don't want students walking through the main lot during this busy time. See the parking lot diagram below for pick up, drop off, and waiting. Please watch out for all of our students in and around the parking lot. Please assist us in making student departure safe and orderly. Students who arrive prior to 7:55 a.m. are expected to go directly to the commons area and are expected to display appropriate behavior while waiting for school to begin. Please review the diagram on the next page.



**STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in

accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

## **STUDENT SERVICES**

In addition to the advising teacher for each student, students have available to them in the school a counselor to aid them in the solving of academic, social, and personal problems. The district also provides the services of an educational psychologist, a learning disabilities teacher, a reading specialist, speech and hearing clinicians, and professional nursing services.

## **STUDENT SUPPLIES REQUIRED**

### **ALL STUDENTS WILL NEED THE FOLLOWING:**

1. Physical Education uniform
2. Three ring loose-leaf notebook (6th grade see below)
3. **WIDE-LINE** notebook paper (White - no colors)
4. Number 2 lead pencils
5. Ball-point pens (black or blue ink only)
6. 12" ruler (with metric measure)
7. Eraser
8. Scissors
9. Colored pencils (6<sup>th</sup> grade needs set of 8)
10. Kleenex (2 boxes)
11. Plastic pouch holder for pens and pencils (to fit into 3-ring binder)
12. Hand-held calculator (Pre-Algebra and Algebra students need a scientific calculator with name engraved on it.)

### **SIXTH GRADE** (in addition to above)

Zippered notebook/binder with 1" rings. Set of 8 pocketed notebook section dividers, red pens or pencils, 2 spiral notebooks, one 1 inch 3-ring binder for science class, 1 pkg 4x6 lined index cards, hand calculator, clear plastic protractor, individual pencil sharpener, 2 dry erase markers and dry eraser, 3 subject spiral notebook for math class, an atlas is optional for S.S. Note: all backpacks/book bags/carriers/cases must fit inside the locker, which is 10" wide by 4.5 ft. high by 10" deep.

### **SEVENTH GRADE** (in addition to above)

1 spiral notebook, 1 box of colored markers, highlighter, 1 package of 10 plastic sheet protectors, 1 package of lined 4x6 note cards. General Math students need 1 spiral notebook with 4 sections.

### **EIGHTH GRADE** (in addition to above)

1 red pen, 4 packages (100 count) 3x5 index cards, box of markers, 4 spiral notebooks and 6 pocket folders for 3-ring notebook.

Bring to **ALL** classes the following:

1. In three ring binder: wide-lined paper, and 6 pocket folders.
2. Two #2 pencils with erasers.
3. Two pens (black or blue ink only).

## **REQUIRED DRESS FOR PHYSICAL EDUCATION**

1. Athletic shorts, t-shirt, tennis shoes, socks, and towel (please mark all items with last name using permanent marker)
2. Please do not send spray deodorant or items in glass containers.

## **SUSTAINED SILENT READING (SSR)**

Spring Hill Middle School began a Sustained Silent Reading program (SSR) in September, 1984. The program provides a silent reading time for every person within our building. Check the schedule for your SSR time.

It is the purpose of this reading program to develop in our students a variety of reading interests and a sense that reading is an everyday lifetime activity.

## **TARDIES**

Because punctuality is one aspect of self-discipline, and in an attempt to fully maximize time for learning, students are expected to be in their assigned seats when the tardy tone sounds. Tardiness due to late bus, conferences, or emergencies will be excused per notification from parent/guardian, teacher or bus driver. Other tardies are not excused and will require disciplinary action by the teacher and/or principal. Unexcused tardies per class will result in progressive disciplinary action: warning on second tardy, tenth hour on the third, tenth hour and parental contact on the fourth, disciplinary referral to the office on the fifth tardy, which may then result in a Friday Night School, or In-School Suspension. Continued unexcused tardies to school/class will result in a more severe disciplinary action. Tardies to school may result in detentions, which must be served from 7:30 a.m. to 8 a.m. in the office.

This process starts over at the beginning of each semester.

## **TEXTBOOKS**

Texts are furnished to each student on a rental basis. (See Fees.) The student is expected to take reasonable care of his books and to return them in satisfactory condition. Books lost, misplaced, or damaged beyond normal wear must be paid for by the student; based on the value of the book at the beginning of the year. Books issued to a student are the sole responsibility of the student.

## **THREATS OF VIOLENCE**

A student has the responsibility to report threats of violence by another student or groups of students promptly to any district employee. A report based on "reason to suspect" does not require proof that threats of violence will occur or actually occurred or that the reporter witnessed the treat. The evaluation of threats of violence will be the responsibility of the building administrator and/or law enforcement officials.

## **VISITORS**

Parents are welcome at Spring Hill Middle School. The school attempts to provide a safe and appropriate environment for its students. While visitors are welcome to the school, any classroom visit must be arranged in advance. The unannounced arrival of a visitor, adult or child, at a classroom door can distract the pupils and deprive them of their rights and the teacher of his/her rights. All visitors must report to the school office before going into any other part of the building. Teachers are not authorized to release a child to anyone without permission from the principal or his representative.

Student visitors are discouraged. The presence of another young person is disruptive to the best classroom atmosphere. If it becomes necessary for someone to spend some time at school, it must be arranged in advance with the approval of all teachers concerned and the principal. Requests for student visitors should be completed on the forms available in the school office and submitted at least one week in advance of the requested date.

