

NAME: _____

SHMS CODE OF CONDUCT HANDBOOK

2019-2020

Jan Richey – Principal
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School Phone: 270-825-6125
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SHMS MISSION STATEMENT:

Where all students are challenged to reach their highest potential in a supportive environment.

ABSENCES

When a student is unable to attend school, we request a parent/guardian call the school at 825-6125 before 8:00 a.m. with the reason for the absence. Students who return to school after an absence must supply a parent excuse or a doctor's excuse for the absence. Excuse notes must be turned in the day a student returns from the absence. If no note is turned in, the absence will be recorded as a parent excuse until they are all used. Parental notes may be used for only (5) days per school year. It is the student's responsibility to ask for and complete work missed upon returning to school. Please refer to the Hopkins County Code of Conduct section for more information.

After the 6th event- EXCUSED or UNEXCUSED (absence or tardy) student will not be permitted to attend /participate in the monthly reward planned for that month. (If the reward is a combination of 2 months, then the student would not be permitted to participate if there are more than 12 events (absences or tardies).

On the 10th unexcused event (absence or tardy) students may be prohibited from activities for the remainder of the year, including but not limited to: dances, field trips, rewards, events.

ARRIVAL / DEPARTURE

First Bell: 7:40 AM

Dismissal Bell: 2:35

Buses load and unload in front of the main building. The bus lane must be kept clear in order for the buses to remain on schedule. Car riders should use the outside lane behind the front parking lot. **No student may walk across the lot without being accompanied by an adult, either before or after school.**

AWARDS DAY

An awards day program will be held each school year. Academic awards and attendance awards will be given. Some of

the awards that will be given include the following:

1. Principal's Honor Roll - students with all A's on their grade card.
2. Vice-Principal's Honor Roll - students with all A's and B's on their grade card.
3. Subject Area Certificates - students who have all A's in any subject area.
4. Plaque or banner with student's name.
5. Leroy Vaught Attendance Award - awarded to the student with the fewest absences in grades K-8.
6. Perfect Attendance Award - all students who have missed zero days (no half days) and no more than 3 tardies during the school year.
7. Band/Chorus awards

BACK PACKS/BOOK BAGS

Students will be allowed to transport books to and from school using a backpack/book bag. Once the student has arrived, the backpacks/book bags must be kept in the student's locker. **Students are not allowed to carry backpacks/book bags from one classroom to another.** No rolling backpacks are permitted without special permission.

CYBER BULLYING

Cyber bullying or bullying/harassment on any electronic communication device/program will be dealt with as any other harassment, intimidation, or bullying violation. If the bullying takes place outside of school but manifests itself as an in school conflict, it will be treated as a violation of school policy and might also be investigated by law enforcement.

different bus, without prior permission from the transportation office.

BULLYING/HAZING

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the education opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action

BUS REGULATIONS

Riding a school bus is a privilege provided to students in the Hopkins County School System. All students who ride a bus must comply with regulations set forth by the Hopkins County Board of Education.

Students are not allowed to ride a bus home with a friend or to ride a

CHECKOUTS

Parents will provide the school with a list of all persons who will be allowed to check their child out of school (the list should include both parents' names if they share legal custody). Anyone on this list provided by the parents must sign a checkout sheet located in the Principal's office when checking a student out of school. Absences for all classes missed will be excused or unexcused based on the reasons listed in the Code of Conduct handbook. A student who arrives at school late will also be excused or unexcused on the same basis.

COMPUTER USE

At SHMS, you will have access to the internet. When you use the computers, you have a responsibility to use them correctly. This means that they should not be used to access or create materials that don't belong at school. This includes, but is not limited to, images and messages that are sexually explicit, violent or seek to demean or harass others. Please be aware that the privilege of computer use at SHMS depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly. Only those students who have turned in an Internet Access Parent / Guardian Permission Form will be allowed to access the Internet.

CONFERENCES

The faculty of SHMS welcomes parents to our school to discuss any questions or concerns that may arise during the school year. Parent conferences are scheduled through the office by calling 825-6125.

DANCES

South Hopkins Middle School periodically sponsors dances for those students who exhibit good behavior throughout the school year. Students who have either been assigned to In-School Removal or have been suspended from school are ineligible to attend. A student who has served In-School Removal may be eligible to attend once he/she has gone 12 weeks without receiving any discipline referrals.

DRESS CODE

Please refer to the district middle school dress code policy.

Prohibited Items Associated with Dress Code

Prohibited items include: (1) large, long and/or heavy chains, (2) studded or chain accessories, (3) sunglasses, except for documented medical reasons, (4) facial jewelry, including nose, eyebrow, lip and tongue piercing-must be removed and not covered up (5) head apparel, except for religious or medical reasons, (6) gloves, (7) sleepwear, (8) tattoos and brands must be completely covered.

Clothing and accessories such as backpacks, belt buckles, patches, jewelry, purses, and notebooks must not contain: (1) racial or ethnic slurs or symbols, (2) gang affiliations, (3) language or images that are vulgar, obscene, disruptive, sexually suggestive, or derogatory towards any individuals. They can also not promote products which students may not legally buy such as alcohol, tobacco, illegal drugs, and controlled substances. Holes / frays in jeans **must not show any skin above the knee.** Leggings / shorts can be worn under jeans with holes and frays. Tops must not be see through, cut down low in front, or have open backs. Shorts must not be shorter than the fingertip length when arms held to sides. Leggings may be worn if bottom is covered by shirt.

Unnatural hair coloring is not allowed. Examples of unnatural hair coloring are blue, purple, pink, orange and others deemed inappropriate by school officials. Hair is to be worn in a manner which keeps it out of the face and eyes at all times. Hairstyles deemed a distraction by administration will not be allowed.

The principal may grant exemptions to the Student Standards for Dress because of a need to wear a certain type of clothing for a certain function or due to medical issues.

CONSEQUENCES FOR NON COMPLIANCE

On the **first violation** of the standards parents will be notified and the student will be required to correct the violation.

For the **second and third violations** the student will correct the violation and receive an in-school discipline consequence such as In-School Removal.

Students who violate these standards **more than three times** may be suspended for defiance.

EXTRA CURRICULAR GRADE REQUIREMENTS

Students who make an F in any subject on their grade card cannot participate in any school-sponsored activity as a representative of South Hopkins Middle School during the following grading period. Grade checks are held throughout the season to monitor athlete's grades. (Grading periods by definition will be the date grade cards are issued to students from one grading period to another.

FINAL EXAMS

Students with zero (0) absences will be exempt from that subject's final for the entire year.

FIRE DRILLS

Since a fire drill represents actual fire conditions, everyone in the building needs to leave the area they are in upon hearing

the fire "alarm". Each class or group shall proceed to a point at least 50 feet from the building, shall face the building and remain in line until the roll has been called. Every drill should be conducted in a brisk, quiet and orderly manner. No one shall be allowed to obtain books or clothing or loiter for any reason after the alarm has been sounded.

TORNADO

Students will sit on their knees in front of the lockers within their designated areas. Once they are on their knees facing the lockers, they will lean forward and tuck their heads to their knees with their hands over their heads. Students are NOT to talk during the drill. Teachers will go to the hallway and make sure students are doing what they need to do. Once the all clear is given the students can return to class.

EARTHQUAKE

Students should take a position beneath tables and cover their heads. Students are NOT to talk during a drill. Teachers need to monitor and make sure all students are in position and safe.

LOCKDOWN

Doors **MUST** be locked and shut. Doors are not to be opened for anyone. Students should be in a position so they cannot be seen from the classroom door window. If in the hallway when the lockdown occurs students are to go to the nearest room and stay there. If in the bathroom students should sit on the seats with their feet up and have the stall door locked.

- *Please make sure any student needing assistance due to physical needs has a plan in place and communication among all involved have been discussed.*

FOOD SERVICES

Lunch:
 Student.....
 Student Reduced Price.....
 Adult.....
 Breakfast:
 Student.....

Student Reduced Price.....
 Adult.....
 Milk:
 Student Extra Milk.....
 Adult Extra Milk.....

GRADING SCALE

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

HALLS

Students should be in the halls only when moving from one class to another unless the student has special permission or special duties that require them to be there. Students in the halls during classes are required to have their agendas. Students are asked to be courteous at all times and keep to the right when moving in the halls. Noise should be kept to a minimum.

ICE ("INSR" - ISOLATED CLASSROOM ENVIRONMENT)

Students may be placed in In-School Removal for an offense deemed appropriate by administration. INSR placement may be used in lieu of out of school suspension. Students will be allowed to do their classwork while in ICE / INSR.

LOCKERS

Lockers with combination locks will be provided to SHMS students. The principal or vice-principal may conduct an inspection of student lockers when it involves the health, safety, and welfare of students.

LOST AND FOUND

Please take found items and seek lost items in the main office.

MEDICATION - see Students Code of Conduct Handbook

All medication will be kept in the office and dispensed through the office.

MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR LOST MONEY,

TECHNOLOGY DEVICES OR OTHER ARTICLES.

trimester, and other rewards during the year.

NURSE

The Hopkins County Health Department has provided our school with a registered nurse. All students are required to see the Health Nurse prior to checking out of school due to illness. Students must sign the check-out sheet in the office prior to going to the nurse.

PROMOTION / RETENTION

Any student failing one class for the entire year will be referred to the guidance committee for the final decision on whether or not the student will be retained.

Any student in grades 6, 7 or 8 who has failed one (1) subject in the areas of math, science, social studies, English, reading or related arts shall be referred to the Guidance Committee for possible retention.

PROMOTION CONTRACT

Any student at SHMS who had previously been retained in one or more grades from grades 6 and 7 can be promoted to the following grade at the end of the second trimester grading period if the following criteria are met:

1. The student must obtain at least an 80% average in every subject on his or her grade card during the first trimester.
2. The student must obtain a minimum of a 65% average in every subject on his or her grade card during the last trimester.
3. The student will miss not more than 5 days without a doctor's excuse.

PRIDE PROGRAM (Personal Responsibility in Daily Effort)

Students that have no grade lower than a "C" and have no unexcused absences per trimester will be issued a PRIDE card. This will give students free admission to ballgames, an activity at the end of the first

PROHIBITED ITEMS AT SCHOOL

The following items are prohibited on the school's campus:

1. Chewing gum is prohibited.
2. Collectable items such as baseball cards, basketball cards, and football cards.
3. Cellular phones, pagers, and other telecommunication devices **ARE NOT PERMITTED** during school hours (7:00-3:15). They are permitted at after school activities only or with teacher permission.
4. Radios, vape devices or look alike, phones, IPODS, tape players, CD players, mp3 players, CD's, and video game devices.
5. Laser pointers, cameras, video games, roller blades, skateboards, fingerboards.
6. Guns, knives or any item considered a weapon are prohibited on the school's campus. This is a severe offense which will possibly result in an expulsion for the remainder of the school year.
7. Drugs and/or drug look-alike, alcohol, cigarettes, matches and lighters are prohibited on the school's campus.
8. Skateboards of all types are prohibited.

The school is NOT responsible for LOST or STOLEN telecommunication devices. If a device is taken:

1. **First offense:** Reteach expectation, parent will be allowed to come to the school to pick up the device the *same day*. A **foul** will be issued to the student.
2. **Second offense:** INSR will be served **during lunch and related arts,** along with a **write up given.** Parent may pick the device up once the INSR time is served.
3. **Third offense:** INSR will be assigned for *1 full day* with parent pick up on *the 2nd day following the offense.*
4. **Fourth offense:** Suspension of 1 full day with parent pick up at

the discretion of the school administration.

The final decision as to whether or not an item is prohibited or not will be made by school officials.

***** Administration will notify Law Enforcement in situations that may involve drugs and/or weapons, emails, texts, photos or messages that are alarming or of concern.**

PUPIL INFORMATION / CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the school immediately. This is very important in keeping our records up-to-date and also in being able to contact a parent or guardian in the case of an emergency.

SCHOOL PROPERTY

Extreme care should be taken in the use of all school equipment and property. Microscopes, band instruments, physical education equipment, textbooks, computers and even chairs and desks should be used with proper care. You will be held responsible to pay for damages to school property assigned to you which has been negligently abused.

SOLICITATION

Students are not to engage in any type of buying or selling on school property unless it is a part of a school sanctioned fundraising event AND have received permission from the principal.

SEVERE WEATHER

If severe weather conditions develop during the school day, school may be dismissed and buses will take the bus riders to their homes. Announcements of early dismissal will be made over the radio stations WFMW, WTTL, and WKTG. These radio stations are

federally recognized Emergency Broadcasting Stations in the Madisonville area.

SEXUAL HARRASSMENT

Inappropriate comments and/or actions that are sexually suggestive are not acceptable. These comments and/or actions can result in suspension or possible expulsion.

TELEPHONE

School telephones are business telephones and are to be used as such. Students may use the phone before school, after school, and during their lunch period. Students may not use the phones between classes.

TEXTBOOKS

Textbooks are furnished by the state and are to be used by the students free of charge. Textbooks are the responsibility of the student and must be cared for properly and returned at the end of the school year. Lost and/or damaged textbooks must be paid for before other books can be issued. This is a state textbook law.

THREATENING COMMENTS

Comments that threaten the life or bodily harm to another person are not acceptable and will be taken seriously. These comments can result in suspension and possible expulsion.

VISITORS

All citizens are welcome to visit South Hopkins Middle School. However, upon entering the school building, all visitors and parents shall report to the school's administrative office. Students are not allowed to bring visitors to school.

YEARBOOK

South Hopkins Middle School will provide to any student a full color yearbook at an affordable cost. The students will be informed when orders for the yearbook are taken.

SCHOOL RULES AND REGULATIONS

MORNING ARRIVAL

1. Go to your designated area in the gym and remain seated unless given permission by the teacher on bus duty. The school doors will remain locked until 7:00 a.m.
2. Students on school grounds before the first bell must go to the gym immediately.
3. Students are not to enter the 6th, 7th, or 8th grade wing unless given permission by a teacher.
4. Car riders arriving after the first bell may not eat breakfast.

AFTERNOON DEPARTURE

1. Students shall remain seated in their designated areas in the gym until their bus number is called.
2. Bus riders must remain on the sidewalk until the bus stops.
3. Students must obey all teachers on the campuses of Southside Elementary School, Earlington Elementary School, and Hopkins County Central High School while waiting for and/or changing buses at these sites. The Principals of these three schools will notify either Mrs. Richey or Mrs. Hibbs of incidents that occur on their campus and discipline will be given for all warranted occurrences.
4. Car riders should wait in designated area until their car is near the front of the car rider line.
5. Students must ride their assigned bus.
6. Friends / relatives can't join a bus rider home or to school without a note from a guardian **and prior approval from the transportation office.**

CLASSROOM

Follow classroom rules and regulations. They will be posted and expected to be followed daily.

HALLS AND GYM

1. Be quiet and respectful of others when passing in the halls.
2. Always travel on the right side.

3. Students are not to be in the halls between classes without permission from their teacher.

LUNCHROOM

1. Students who forget their lunch money may charge their lunch and pay the following day. No other charges will be permitted until the initial charge is paid. Failure to pay charges may result in loss of field trips, assemblies, etc.
2. Enter and exit the lunchroom in an orderly manner.
3. Talk only to those at your table.
4. Do not throw food on the table, floor, or at other students.
5. All students must go to the lunchroom and remain until given permission to leave.
6. Lunchroom monitors will be on duty. They will supervise the lunchroom like your classroom.

RESTROOMS

1. Keep our restrooms clean. Do not write on the stalls or walls.
2. Flush toilets after use.
3. Do not loiter in the restrooms.

SCHOOL GROUNDS

1. No smoking on the school grounds.
2. Please deposit trash in the nearest can.