



Simons Middle School

STANDARD OPERATING PROCEDURES

I. Parent phone calls

In order to avoid disruptions to the classroom, we do not forward calls to the classrooms during the day for students or teachers. We can, however, take messages, and have calls returned between classes. Parents should not call or text students on cell phones during the school day.

II. Absentee notes

According to Fleming County Schools Attendance Policy, students have three days to submit absentee or tardy notes, either parent or doctor. Students should submit notes the day they return to school to the attendance office.

III. Early checkout

Students who need to be checked out of school early must remain in their classrooms until their parent or guardian arrives. Per state law, and in order to ensure the safety of all students, students cannot be released to an adult unless the adult has proper photo identification and is on the Early Dismissal Form.

IV. Fast food deliveries

Parents may drop off lunches, however, we cannot accept deliveries from fast food places for students.

V. Outside food and drinks

At this time students are permitted to bring bottled water with them into the school building. However, teachers in each class will determine class rules regarding food and drinks. Students may NOT bring glass bottles or energy drinks to school.

VI. Flower deliveries

Any flower or gift delivery for students will not be distributed until 2:55 PM. Additionally, glass containers and balloons cannot be sent home on a bus due to safety concerns.

VII. Lost and found

Lost and found items are retained for two-week periods. After two weeks, all items will be discarded.

VIII. Bus passes

Students needing bus passes must have a written note from their parent or guardian. This note must be submitted prior to lunch to the front office. Students who do not have a valid bus pass will not be allowed entry onto the requested bus.

IX. Homework requests

Homework requests for absent students must be made by 11:00 a.m. each day, in order to provide ample time to collect assignments for student. Work will be available by 3:00 p.m. each day. For students absent multiple days, we request 24 hour notice for homework requests.



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X. Electronic devices (i.e., cell phones and MP3 players)

Cell phones and MP3 player use will be allowed in the cafeteria prior to the start of school, during lunch, and in the hallways during class changes. Use outside of these times is prohibited. Upon entering the classroom, students will be asked to park their cell phones in the “Cell Phone Parking Lot.” If a student’s cell phone is seen or heard and it is not in the parking lot, it will be treated as a cell phone violation and will be confiscated. If electronic devices are confiscated by school personnel, a parent or guardian must pick it up in the front office on the first offense. Phones will be kept for ten school days for a second offense. We will not be responsible for lost or stolen electronic devices.

XI. Lunch and Breakfast

All students are provided one free breakfast and one free lunch each day. Students may choose to purchase additional items from the cafeteria through the a la carte program. Students can also purchase additional meals as long as they have money in their account.

XII. School Nurse

Simons Middle School has a part-time school nurse that is shared with Flemingsburg Elementary School. The nurse’s schedule does vary, but students can be seen by the nurse when the nurse is in the building.

XIII. Student Lockers

Each student at Simons Middle School is assigned a locker at the beginning of the school year. Students are responsible for items in their locker and for purchasing a lock to use. Locker combinations must be submitted to the students “homeroom” or mentor teacher and must also be submitted through a Google Form at the beginning of the school year.

XIV. Large Bags

Sports bags and other large bags that are NOT backpacks must be placed in the bag room (in front of the nurses station) each morning upon arrival. After the 8:00 bell, the bag room will be secured. If a students needs to access the bag room before the end of the day, they will need to seek the assistance of office personnel.

XV. Backpacks

Students at Simons Middle School are permitted to bring backpacks to school. However, it is at the discretion of the classroom teacher or team of teachers as to whether backpacks are permitted in classrooms.

XVI. School Fees

Fees for various reasons may be assessed and assigned to students throughout the year. Students and parents are responsible for paying any and all fees prior to the end of the school year. Outstanding fees can prevent students from participating in field trips and other activities throughout the year. Fees that are not settled prior to the end of the school year will continue to roll-over each year until they are settled. Students who have outstanding fees may not be permitted to attend graduation or receive their diploma at FCHS.