



**SIMONS MIDDLE SCHOOL  
2019-2020  
STUDENT HANDBOOK &  
STANDARD OPERATING PROCEDURES**

To Students:

Welcome to Simons Middle School! Our school has a rich heritage that is centered on the outstanding character and vision of Joe A. Simons. The program at SMS is designed to provide you with a quality educational experience that will enable you to reach your greatest potential in a highly sophisticated world. We trust that you will take full advantage of the many activities and programs that we offer and that you will enjoy many successes during your time here. Remember that we are here to help you. Feel free to ask us for any assistance that you need. Our staff looks forward to working with you to make the 2019-20 school year the best ever.

To Parents/Guardians:

Our goal at Simons Middle School is to provide your child with a quality education that prepares him/her to become a successful high school student and a responsible citizen who can make a valuable contribution to their community. We believe that this requires a cooperative effort from the home, school, and community. We encourage you to become involved in your child's education by taking a strong interest in their studies, becoming active in school activities, and becoming a proactive influence in their school lives. We invite you to visit your child's school as often as you wish. Please feel free to ask us for any assistance that you may need.

**Whitney Wilson – Principal**  
**Jordan Fritz – Assistant Principal**  
**Kim Perkins – Guidance Counselor**  
**Pauletta Lawson – Administrative Assistant / Treasurer**  
**Cheryl Roberts – Attendance Clerk**  
**Mendy High – FRYSC Coordinator**  
**Marty Brandenburg – Athletics Director**

**Simons Middle School**  
242 West Water Street  
Flemingsburg, KY 41041  
Phone: 606-845-9331  
Fax: 606-849-2309  
FRYSC: 606-845-1371

## **SIMONS MIDDLE SCHOOL**

**Mission:** Simons Middle School, in collaboration with parents and community, seeks to inspire all students to become well-rounded citizens, innovative thinkers and problem solvers.

**Vision:** Guiding Today's Learners into Tomorrow's Leaders

### **Beliefs:**

1. All students can be successful
2. Growth must be continuous and change is valued
3. Relationships are an invaluable part of the educational process
4. All stakeholders are essential to student success
5. A safe and supportive environment are essential

## **SCHOOL HOURS**

The doors at Simons Middle School will open at 7:00 a.m. Students may begin arriving at any time between the hours of 7:00 a.m. and 8:00 a.m. Students will be counted tardy if they arrive after the 8:00 a.m. bell. Students are released from school beginning at 3:00 p.m. The school will be closed after the final bell dismisses students to their buses at approximately 3:35 p.m.

## **SCHOOL SCHEDULE**

School will begin on August 8 for the 2019-2020 School Year

Below are some dates of note:

September 2, 2019 – Labor Day Holiday – No School

October 14-18, 2019 – Fall Break – No School

November 5, 2019 – Election Day – No School

November 27-29, 2019 – Thanksgiving Holiday – No School

December 23, 2019 to January 3, 2020 – Christmas Holiday Break – No School

January 20, 2020 – Martin Luther King Jr. Holiday – No School

March 30, 2020 – Make-Up Day 10

March 31, 2020 – Make-Up Day 11

April 1, 2020 – Make-Up Day 12

March 30, 2020 through April 3, 2020 – Spring Break – No School

May 14, 2020 – Tentative Last Day of School

May 15, 2020 – Make-Up Day 1

May 18, 2020 – Make-Up Day 2

May 19, 2020 – Primary Election Day – No School

May 20, 2020 – Make-Up Day 3

May 21, 2020 – Make-Up Day 4

May 22, 2020 – Make-Up Day 5

May 25, 2020 – Memorial Day – No School

May 26, 2020 – Make-Up Day 6

May 27, 2020 – Make-Up Day 7

May 28, 2020 – Make-Up Day 8

May 29, 2020 – Make-Up Day 9

June 1, 2020 – Make-Up Day 13

June 2, 2020 – Make-Up Day 14

June 3, 2020 – Make-Up Day 15

June 4, 2020 – Make-Up Day 16

June 5, 2020 – Make-Up Day 17  
June 8, 2020 – Make-Up Day 18  
June 9, 2020 – Make-Up Day 19  
June 10, 2020 – Make-Up Day 20  
June 11, 2020 – Make-Up Day 21

### **ASSESSMENT SCHEDULE**

Benchmark 1 Assessment Window – September 30, 2019 through October 11, 2019  
Benchmark 2 Assessment Window – December 11, 2019 through December 20, 2019  
Benchmark 3 Assessment Window – March 18, 2020 through March 27, 2020

Fall MAP Assessment Window - First 6 Weeks of School  
Spring MAP Assessment Window - End of School Year

PSAT Assessment Window – February 2020

KPREP Assessment Window – Last 14 Days of the School Year

### **STUDENT SCHEDULES**

Each student is assigned to core classes – math, science, social studies, and English/language arts and a unified arts rotation of four nine-week classes – art, music, health/physical education, and writing through practical living and career studies. Students are assigned to reading and/or math intervention classes based on need. Our school offers a wide range of enrichment classes where students learn skills in areas that interest them personally.

### **STUDENT DATA SHEETS**

The parents/guardians of each student will be asked to fill out enrollment and other informational forms and to sign various permission slips during the course of the year. It is important that any changes or updates to these documents are submitted to the school office in a timely basis. This is critically important in the areas of legal custody, persons to whom we are permitted to release the student, and home and work phone numbers in case of emergency or illness.

### **YOUTH SERVICE CENTER**

Simons Middle School houses a Family Resource and Youth Service Center with a full time coordinator. The intent of the center is to enhance students' abilities to succeed in school by assisting children and families with needs that impact the educational process. While providing services at the center and in the schools, and by linking families to agencies within our community, the Youth Service Center's primary goal is to eliminate any and all barriers to student success.

A child's success in school will promote lifelong health, security and happiness. The Youth Service Center will assist families and identify and address barriers to success within the home and the community. The Center encourages and develops social networks to help families to be a part of their community. For more information on the services provided by the YSC, please contact Mendy High, Coordinator at 606-845-1371

### **REMIND TEXT MESSAGING APP & PARENT COMMUNICATION**

Parents and students who are interested in receiving information directly from Simons Middle School need to sign up to receive those messages through Remind. This is a service that is paid for by the school and allows two way communication through text message or via app on a smartphone. To sign up, text @simonsmi to 81010.

Parents may call the school or email their student's teachers. All teachers have a school email address in the following format: [firstname.lastname@fleming.kyschools.us](mailto:firstname.lastname@fleming.kyschools.us)

Parents may follow Simons Middle School on Facebook and Twitter, as well as get various paperwork and updates through the school website at [www.fleming.kyschools.us/2/home](http://www.fleming.kyschools.us/2/home).

### **PARENT/GUARDIAN PARTICIPATION**

Any parent/guardian who are interested in becoming more involved at Simons Middle School is encouraged to contact Mrs. Mendy High, Coordinator of the Youth Service Center. Mrs. High organizes several events and initiatives each year for students at SMS with the help of parents. Mrs. High can be reached at 606-845-1371.

### **SCHOOL ATTENDANCE, TARDINESS, AND DISMISSAL**

Attendance is very important to student success at Simons Middle School. It is the joint responsibility of the student and parent/guardian to make sure they are in school. Whenever possible, medical and dental appointments should be made outside of school hours. Any medical excuses should be submitted to the attendance clerk on the first day that you return to school.

Students that ride buses are not to leave the bus after boarding until they reach school in the mornings and/or their home in the afternoon. Any temporary change in a student's bus schedule, including pick-up at school or walking to a location off school grounds, must be made in writing to the attendance office. Except for emergencies, a request to have a student excused from classes early should be sent with the student on the morning of dismissal. The note should include the date, student's full name, reason for leaving, a person's name that will be signing them out, and the parent's signature. Under no circumstances will a student be released to any individual other than those listed, by the parent/guardian, on the student release sheet, unless the school receives written permission to do so. When students must leave school before the end of the day, parents or their designees must sign the school log, located in the attendance office.

The student will be given a reasonable amount of time (usually the same number of days absent) to make up missed work and tests. Assignments may be picked up in the school office at 3:00 p.m. each day, if the request has been made to the school office in advance.

Tardiness includes arriving late for school in the mornings, leaving school before dismissal time, as well as being late when classes change during the school day. Students who are tardy in the mornings will need to report to the office to sign in and obtain an admittance slip from the attendance clerk. Accumulative tardiness will be recorded and may result in disciplinary action on a progressive basis.

Each year students have:

- 5 Parent Excuses
- 5 Parent Tardy Excuses
- 8 Medical Excuses
- 5 Medical Tardy Excuses

Other ways to excuse an absence:

- Chronic Illness Form
- Homebound
- Educational Enhancement Opportunity
- Nurses Excuse
- Death of Family Member with Funeral Brochure

The principal will decide whether or not questionable absences are excused. Please refer to the *Fleming County Schools Discipline Code and Attendance Policy Manual* for information regarding acceptable absences/tardiness and truancy status.

### **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.

### **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, is listed on the Student Enrollment Form as an emergency contact, is verified to be able to pick up the student, and is legal parent/guardian.

### **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 students. Work will be available by 3:00 p.m. each day. For students who are absent multiple days, we request a 24 hour notice for homework requests. Most student homework is available online in the student's Canvas account.

### **PROCEDURES UPON ARRIVAL AT SCHOOL**

Upon arriving at school before 7:42 a.m., students will report to the cafeteria and remain there until the bell rings at 7:42 a.m. Students may eat breakfast during this time. Once the morning bell rings, if students do not choose to remain in the cafeteria for breakfast, they will deposit non-approved bags in the bag room and proceed to their first period classes. Students may not linger in the hallways. Students are expected to use this time to complete homework, read, and/or seek assistance from their teachers. If students choose to eat breakfast at school, they are expected to do so in an orderly, reasonably quiet manner, clean up after themselves, push their chairs in upon leaving, and proceed to their first period class. Students may not linger in the cafeteria. Students who do not wish to eat at that time may get a "Grab and Go" breakfast at 8:50 a.m.

### **LARGE BAGS**

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

### **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.

### **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.

### **LUNCH PROCEDURES**

Students will report to lunch with their classes at the appointed time, quietly and in line. The cafeteria monitor will direct students to either proceed to the line for lunch or to sit in an area designated for their class. Students are expected to eat lunch in an orderly manner. They may talk in a reasonable tone to those sitting near them.

They may not move from seat to seat or walk around the cafeteria. Upon finishing, they may take their tray to the disposal area, following the “one-way” directions. They may then return to their seat until dismissed by the cafeteria monitor or their teacher. Upon being dismissed, students should proceed to the steps and remain quietly in line until their teacher takes them from the cafeteria.

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. Parents may load money into student accounts by using My School Bucks Online Program.

### **FAST FOOD DELIVERIES**

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

### **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.

### **FLOWER DELIVERIES**

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

### **LOST AND FOUND**

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

### **BUS PASSES & NOTES**

Students needing bus passes/notes 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. Parents may call the school between the hours of 8:00 a.m. and 2:50 p.m. to leave instructions for student dismissal or call in bus notes.

### **HALLWAY BEHAVIOR/PROCEDURES**

Students are expected to move through the hallways at SMS orderly, politely, and without incident. Students should refrain from bumping, pushing, hitting, or grabbing other students. Students should walk on the right side of the hallway in order to minimize congestion and blocking the path of others. Students may talk to others in a reasonable tone. Yelling/screaming will not be permitted. Teachers will teach this procedure in the first few days/weeks of school.

### **HALL PASSES**

Students must be in their classes at the designated times and remain there until the period ends. Any student not in their classroom at the designated times must have, in their possession, a note or hall pass. Students found to be in violation of this policy will be considered tardy from their classrooms and dealt with accordingly.

### **MEDICATION**

In order for school personnel to administer any type of medicine to students, there must be a signed affidavit giving parent permission for school personnel to do so. The medicine should be brought to school with complete instructions and in its original container, which must have the label attached. If over-the-counter

medication is to be taken for an extended period of time (over 3 days) the affidavit must be signed by a doctor. Questions should be directed to the school nurse.

### **SCHOOL NURSE**

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

### **STUDENT HEALTH CONDITIONS**

Parent/Guardians are responsible for making school staff aware of student medical conditions. Medical conditions may be documented on the Student Enrollment Form. The School Nurse needs to be made aware of any serious health conditions of students immediately or prior to enrollment.

### **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.

### **SCHOOL SAFETY**

We intend to provide all Simons Middle School students with the safest learning environment possible. Because of this, it is necessary that we sometimes create policies that may seem inconvenient to students and their parents/guardians. For example, we require that any gym bags, athletic bags, or any other bags that will not fit in a student locker be checked-in each morning at a designated place in the school (this area will be locked during the school day with no student access). We randomly inspect lockers and personal belongings, on a regular basis. These policies hinder any student's ability to hide items that they shouldn't have at school.

Parents/guardians and visitors are required to report to the office upon entering our school where they will be given visitor badges. This helps the staff and students to be aware of anyone who may have no business being in our school. These and many other policies at our school are designed to help control the safety of the school environment. We ask that every student and parent/guardian be understanding and cooperative with regard to these practices.

Any behavior, on the part of students or parents/guardians that threatens the safety of any student or staff member will not be tolerated and swift action will be taken to correct the situation.

### **SCHOOL RESOURCE OFFICER**

The Fleming County School District in conjunction with the Flemingsburg Police Department employ a school resource officer that serves at the schools throughout the district. As a district employee the School Resource Officer is permitted to talk to students without a parent permission for investigative purposes.

Parents may be notified in the event that a student is going to be charged by the district school resource officer.

### **CELL PHONES, GAMES, MUSIC AND ELECTRONIC DEVICES**

The use of cellular phones by students during the school day will be permitted at breakfast, lunch, between classes, during afternoon break, and after 3:00 p.m. Use of cell phones for instructional purposes will be left to the discretion of the classroom teacher. The use of a cell phone or personal electronic device will not be permitted in ISAE. If a student becomes ill or in case of emergency, students should report to the office, rather than making phone calls or texts on their cell phones.

Students may bring the phone to the office for safe keeping upon arrival at school and pick it up as they leave in the afternoon. Students are advised not to bring other electronic devices to school, if they do, it is at their own

risk of confiscation, theft, or damage. Simons Middle School is not responsible for lost or stolen devices and reserves the right to search student's electronic devices and their contents at any time while the device is on school property.

Students who are found to be in possession of illegal or inappropriate pictures, videos, or media may lose their cell phone privileges while at Simons Middle School. Students who have distributed illegal or inappropriate media may have their privileges to carry an electronic device (including a cell phone) revoked while at school.

Serious offenses involving cellular devices, social media, or technology will immediately be handed over to the police and/or other authorities as those are out of the jurisdiction of the school and can come with criminal charges.

If students are caught using electronic devices at unauthorized times or locations the following consequences will apply:

**First Offense** – Cell phone is confiscated, student may pick up in the office at the end of the day. Student is given 1 “mark.”

**Second Offense** – Cell phone is confiscated, a parent or guardian must pick up in the office, and student loses cell-phone privileges for ten days. Student receives 1 “mark.”

**Third Offense** – Cell phone is confiscated for a parent or guardian to pick up, student loses ALL cell-phone privileges for the rest of the school year. Student receives ISAE for one day.

### **SCHOOL TECHNOLOGY GENERAL ACCEPTABLE USE**

All users of district-issued or personally owned devices that use the school's network must follow the expectations outlined in the Fleming County Schools Acceptable Use Policy as well as the expectations and guidelines outlined in the Simons Middle School One-to-One Device Handbook. Failure to follow these expectations will result in applicable disciplinary consequences.

1. Students and parents have read the Simons Middle School One-to-One Device Handbook.
2. Teachers will keep Chromebooks in their classrooms and will assign students a Chromebook to use in their classroom. Students should never “swap” or “share” devices. Students are responsible for the care of their devices and should use caution while transporting their device. Transportation of devices should only occur when students take devices to their Unified Arts classes.
3. All devices will have a “Fleming County Schools” label with an identification number as well as a label to identify the Chromebook number; labels may not be covered, modified, removed, or tampered with in any way.
4. Students may never share their password with another student. Passwords should always be kept confidential.
5. Students may not alter the original preset school profile on any device. This includes, but is not limited to: downloading or installing any software or other materials at any time without permission from school administration, changing the device name, altering preloaded system software or applications, altering security software, jailbreaking the device, attempting to bypass Flemings County School's web filter or firewall, and/or taking apart the Chromebook to access internal parts.
6. Students are responsible for saving or backing up their documents frequently through the “cloud.” Teachers and/or Simons Middle School will not be responsible for the loss of any student work.
7. Devices will be checked occasionally to determine if students have the appropriate device and to ensure that they are not accessing inappropriate content. If inappropriate content is found on the device, disciplinary

actions will result. Internet access, email, and other media accessed, created, or stored on the Chromebook are the property of the school. The school has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time for any reason.

8. If the device is lost or stolen, students must immediately report the loss or theft to the classroom teacher and the school administration.

9. If the device has any damage, the student should notify the classroom teacher immediately. Failure to report damage may result in a fee being assessed to that student.

10. Students will be responsible for purchasing and bringing to class their own set of earbuds or headphones for use with their Chromebook. Earbuds will be available for purchase in the school media center.

11. Students and parents/guardians understand that the Fleming County School District does not have control over the information found on the Internet. While every attempt is made to block access to inappropriate material while students are at school, the district does not have the ability to monitor student technology use at home. While off school grounds parents/guardians are solely responsible for monitoring student's use of technology with school or personally owned device.

12. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone-number, school name, birth-date, etc.

13. Sending, receiving, downloading, or distributing any offensive, profane, threatening, pornographic, or sexually explicit material is strictly prohibited and will result in disciplinary and possible legal action. Ignorance of these regulations is not an excuse.

14. Computer hacking, trespassing, harassment, bullying, threats, or fraud via the Chromebook or the school's network will result in serious disciplinary and potential legal action. Ignorance of these regulations is not an excuse.

15. Nothing done on a district-issued device is private. Furthermore, parents/ guardians, students and others do not have a right or expectation of privacy for any use of the Chromebook or school network.

16. Students are prohibited from playing non-academic Internet and app games during any class time, this includes during enrichment time.

17. School rules concerning appropriate communication are to be observed and followed while using technology. Email and messaging apps should be used only for legitimate and responsible communication. Rude, abusive, threatening, or otherwise inappropriate language is not permitted and will result in disciplinary action.

18. The use of the Chromebook camera or recording functions is prohibited unless permission is granted by the classroom teacher/administrator. If permission is granted, the camera or recording feature is only to be used as directed by the teacher/administrator for a particular assignment.

19. Illegal transmission of copyrighted material is strictly prohibited and will result in disciplinary and/or legal action.

20. Students are expected to treat their device with care and respect. The device should be kept clean and free of marks at all times. Engraving or otherwise defacing the device will result in disciplinary action.

21. Students may NOT place stickers on Chromebooks.

22. Students are encouraged to help each other in learning to operate their device. Such help should be provided verbally without touching the other person's device. Students should only operate/touch their device.
23. Any inappropriate or careless use of a device should be reported to a teacher/staff member immediately and will result in disciplinary action.
26. Students are responsible for ALL repairs to their assigned Chromebook, including hinge covers and screens. Screen replacements are contracted through a company that will fix/replace them for a low cost, currently this price is \$80. Hinge covers cost \$3.00. Hinge covers can be purchased through the library.

### **CHROMEBOOK REPAIR/REPLACEMENT FEES**

The following costs for repairs or replacement of Chromebooks and parts. The Fleming County Schools Information Technology Staff will attempt to repair all broken Chromebooks at the most minimal cost to students and parents based upon the cost of replacement parts.

Broken/Cracked Screen: \$80.00  
Broken Keyboard or Missing Keys: \$30.00  
Chromebook Motherboard (USB): \$150.00  
Chromebook Replacement: \$275.00  
Left or Right Hinge Covers: \$5 Each  
Inside Top Frame: \$30.00  
Outside Top Cover: \$60.00  
Touchpad: \$40.00  
Battery: \$60.00

### **STUDENT FEES**

Students are responsible for paying fees which are assessed at various times throughout the school year. The most common fees are associated with the damage and repair of Chromebooks. Often students have to pay fees to replace or repair library books and other school property. Students who have any type of outstanding fees will not be permitted to participate in reward trips, 8<sup>th</sup> Grade Party, and other events. Outstanding fees will continue to follow student year to year, school to school, and in the event that a student moves.

### **ENERGY DRINKS**

Energy Drinks have become the new way for middle school students to achieve an immediate energy boost. Teachers are observing students struggling to stay on task and noticing more disruptive behaviors when they are experiencing the effects of energy drinks. Students themselves have even reported feeling jittery, dizzy, and not being able to focus. United States scientists have found that these energy drinks contain enough stimulating ingredients to cause anxiety, insomnia, dehydration, gastrointestinal upset, nervousness, flushed face, and an accelerated heart rate. The consumption of energy drinks has been linked to arrhythmias, headaches, seizures, psychiatric events, strokes, withdrawal symptoms, tooth erosion, and death. Simons Middle School is taking an active approach to maintain the health, safety, and welfare of our students. **Please be advised that the consumption and or possession of Energy Drinks on school property is prohibited.** Students who violate this policy will receive disciplinary action.

### **STUDENT DRESS CODE**

*Students who violate the dress code may be required to call a parent to bring appropriate clothing, or may be provided appropriate clothing from the Youth Services Center for the day. Additionally, students will receive a behavior "mark." Guidelines provided are in accordance with the Fleming County School District Dress Code Policy. Please see the Fleming County Schools Student Handbook for the district policy.*

1. Pajamas are not allowed.
2. Midriff tops, cropped tees, halter tops and shirts that do not extend completely to the lower garment are not conventional school clothing and are not allowed. If hands are raised above the head, skin cannot be seen.
3. Cut-away shirts, tank tops, mesh tops, scoop neck shirt, and undershirts are not allowed unless worn over or under acceptable shirts. No low cut tops are permitted.
4. Sleeveless shirts/tops/dresses must have a strap that is 2" in width and NOT opened on the side.
5. Shorts and skirts must be at or below fingertips.
6. No torn or frayed clothing above the knee that exposes skin is allowed.
7. No clothing with obscene, suggestive, disrespectful decal-type patches, emblems, slogans or words, as deemed by administration, may be worn.
8. No clothes or jewelry representing drugs or any illegal or restricted activity are allowed, including but not limited to, gang activity, use of alcohol, tobacco, or narcotics, etc.
9. Clothing and accessories that could be harmful or dangerous to self or others are not allowed (i.e., slap bracelets or chains). This includes chains attached to the body or articles of clothing, dog collars, and stud piercings.
10. Appropriate shoes must be worn at all times (no house shoes).
11. Hats, hoods, hoodies, sunglasses, bandannas, gloves, hair rollers, and earmuffs are not to be worn in the school building.

### **PUBLIC DISPLAY OF AFFECTION**

Students are asked to remain respectful of personal boundaries with other students. Students are not permitted to have physical contact with other students, this includes holding hands. Students may be disciplined for violating this policy. Students will receive 1 mark for the first offense and after that it will be considered defiance.

### **FIGHTING**

Simons Middle School has a zero tolerance for fighting. Students who are engaged in an assault of another student (defined as hitting, kicking, choking) will receive a minimum of 3 days out of school suspension. Other punishments may be added to the offense depending upon the nature of the event.

A student who is attacked may use reasonable force in self-defense but only to the extent to free himself/herself from attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. In order to prevent further altercations, students that are engaged in a fight will be sent home for the remainder of the day. The police will be contacted in cases of assault resulting in physical injury, a sexual offense, or kidnapping (Board Policy 09.425).

### **BULLYING/HARASSMENT**

The intent of all Simons Middle School staff is to create and maintain a school environment where students feel safe. Therefore, student acts of bullying and/or harassment witnessed by staff members or students (or reported to staff members) should be referred to the principal or assistant principal for investigation. Upon completion of an investigation the administration will take appropriate action.

Definition of bullying: repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (email, Facebook, Twitter, Snapchat, Instagram, Messenger, etc.), or emotional abuse, or through attacks on the property of another person. It may include, but is not limited to, actions such as verbal taunts, name calling, and put-downs, including ethnically-based, gender-based, or sexual orientation-based, verbal put-downs, and extortion of money or possessions.

Definition of harassment: words, conduct, or actions directed at an individual that intentionally annoy, threaten, or cause emotional distress.

Parents may report instances of harassment or bullying by contacting the school by phone or by coming by the school to fill out a Parent/Student Harassment Complaint form. Parents also have the option to complete the online Bully Report at: <https://www.fleming.kyschools.us/harassment-bullying-report>

Please refer to the district handbook for further information about bullying/harassment/violence/House Bill 91 legislation.

### **TOBACCO & ELECTRONIC CIGARETTE VIOLATIONS**

Using and/or possessing tobacco, lighters, nicotine products, JUULs, or other items related to the use of tobacco or nicotine is a serious offense at Simons Middle School. Students who are caught with tobacco products, electronic cigarettes, vapor products, etc. will be required to complete an educational program about the use/harm of using tobacco products.

1<sup>st</sup> offense possession or use – 3 days ISAE with intervention program, parent contact will be made.

2<sup>nd</sup> offense possession or use – 2 days out of school suspension, parental involvement, random searches

3<sup>rd</sup> offense possession or use – 3 days out of school suspension, parental involvement, random searches, and charges filed

4<sup>th</sup> offense possession or use – 4 days out of school suspension, parental involvement, random searches, and charges filed

\*In accordance with state law, by the beginning of the 2020-2021 School Year, no one, student or adult is permitted to use any type of tobacco or nicotine products while on school property.

### **SCHOOL BUS SUSPENSIONS**

Students are expected to follow the bus rules and all school rules while a passenger on school buses or other district transportation. Students are expected to follow the directions of the bus driver. Failure to do so could result in suspension from riding the school bus for a period of time specified by the school administration. The responsibility of transporting the student to and from school then falls upon the parent/guardian. Absences from school due to bus suspensions are unexcused absences. Students will receive 2 “marks” for any bus infraction reported to the school administration. After two “Bus Conduct Reports” students may be suspended from riding the bus. Other consequences will follow if the student continues to be a problem on the bus. Refer to “Student Conduct on School Buses” in Fleming County Schools Discipline Code.

### **SUSPENSIONS FROM SCHOOL**

A suspension from school could result from any Level 2 or Level 3 violation. Should a student be suspended, a parent/guardian is contacted, the student is not permitted to attend classes or other school sponsored activities while suspended. Additionally, the student is not to be on school grounds. Students are responsible for completing work missed while suspended and are responsible for the material that they miss. Refer to the Fleming County Schools Discipline Code for further information.

### **IN SCHOOL DETENTION**

Level 2 and Level 3 behaviors can result in assignment to In School Detention. Assignment to ISD will be made by administration only. When a student is assigned to ISAE, he/she must report to the office immediately upon arrival to school with all the books and materials needed for the day. Students will be taken breakfast by school personnel. Assignments for students in In School Detention need to be sent to the office or taken to the In School Detention Room by the teacher only.

Students are **ineligible** to participate or attend any practice, competitions, or other school activity the following week (Monday through Friday) after being assigned to In School Detention.

After the third ISD assignment the administrative team and team teachers will meet to discuss the development of a behavior plan.

### **BREAK DETENTION**

Students will serve break detention when they receive more than 5 marks in one week. Students who have break detention will be called to the office before break on Friday to be monitored by an adult. Break Detention may be assigned based on other behaviors or due to missing work and assignments.

Students will NOT be permitted to have their phones during break detention.

### **LUNCH OR AFTER-SCHOOL DETENTION**

Students will serve either lunch or after-school detention when they receive more than 5 marks in one week. The duration of detention and the days served will be determined by the team, not to exceed one week. Students who have detention will be monitored by an adult away from their peers.

Students who receive 10 marks or more in a week will have the option to serve a one hour after school detention the following Tuesday or serve a 10 day lunch detention.

Detention may also be assigned based on behavior in the cafeteria by the monitor.

Students will NOT be permitted to have their phones during detention.

### **EXTRACURRICULAR ACTIVITIES**

Simons Middle School students may choose from a variety of academic and athletic activities. We offer girls and boys basketball, baseball, football, girls and boys soccer, volleyball, swimming, golf, bowling, track, cross country, and cheerleading teams. Academic competition is open and available to any interested SMS student. Practices are held after school. Simons Middle School participates in the Limestone Academic League and Governor's Cup.

Students will be ineligible to participate in practice, competitions or any school activity the next week Monday through Friday, following an ISAE assignment. Students who are suspended will be ineligible the day the suspension is issued and the next 4 school days. Additionally, students in ISAE or suspended may NOT attend or participate in any extracurricular event (including practices, ball games, meets, fundraisers, etc.).

Students must attend school on the day of an event (minimum 51% of the day) and students are expected to be in attendance the day following any activity or competition. This expectation will be monitored by the school's athletic director.

Students who are not present the day after an event will forfeit their right to participate in the next event unless they have a valid excuse. Students who are ineligible will not be permitted to ride the team bus, sit with the team during games or matches, or attend any games or matches in which the team is participating.

The Athletics Director will inspect the grades of every student participating in extracurricular activities each Monday morning. Any student who has a grade below a 60% (D) in any course will be suspended from participation until grade checks the following Monday. Those students suspended from extracurricular activities, due to academic or disciplinary reasons, will not be permitted to ride the team bus, sit with the team during games or matches, or attend any games or matches in which the team is participating. Coaches/sponsors may have additional rules regarding participation.

## **STUDENTS AT SCHOOL SPONSORED ACTIVITIES**

Students attending events sponsored by the school will conduct themselves according to the same rules and policies that are enforced during regular school hours, regardless of where the activity takes place. This includes activities at other schools. Any teacher has authority with any student at any time the student is under school supervision. SMS students are always expected to display good sportsmanship, orderly conduct, courteous manners, etc. Students who fail to do this will be prohibited from attending further school-sponsored activities.

## **PARENT/TEACHER CONFERENCES**

Conferences can help children improve studies if parents and teachers work together as a team. Parents are strongly urged to contact the counselor and/or teacher anytime there is a concern. Open lines of communication are important and children benefit when parents and teachers communicate.

A conference may not always provide answers or solutions to problems, but insights can result which may help both the teacher and the parent find new directions in planning learning experiences for the child. Most importantly, parents and teachers can open communication lines to work together as a team in the best interest of children.

Parents may make appointments for conferences with teachers, counselors, or the principal by contacting the school office. Conferences with teachers will be made during the teacher's planning period, when possible, or after school. Conferences should be scheduled at least one school day in advance.

## **GUIDELINES FOR PROMOTION OR RETENTION**

The staff at Simons Middle School believes that a child should be retained if, after much thought and careful consideration, the teachers and administration agree that he/she should have an additional opportunity to grow academically or emotionally and would benefit more from retention than promotion. Students, who have failed more than one subject, for the year, will be considered for retention. All subjects will be recorded on the report card as both a letter and percentage grade. These percentages will be averaged at the end of the year to assign a final grade in each core subject.

Each grading period will be approximately nine (9) weeks long and progress reports will be sent home at approximately the midpoint of each grading period.

Reasons for retention may include, but are not limited to:

- o Failure to master sufficient standards in a minimum of two core content courses
- o Failure to meet minimum course requirements
- o Excessive absences causing work to be incomplete
- o Failure to make up work

Strong consideration will be given to teacher recommendations regarding retention/promotion but the principal has the ultimate authority and responsibility for those decisions.

## FLEMING COUNTY SCHOOLS GRADING PRACTICES

At Simons Middle School, all teachers will use the Fleming County Schools Grading & Reporting Guidelines.

### Grading Scale

A	90% – 100%
B	80% – 89%
C	70% - 79%
D	60% - 69%
F	50% - 59%

1. All assessments will be tied to specific standards.
2. Term grades are based on student mastery of the standards (30% Formative Assessment / 70% Summative Assessment).
3. No grade lower than 50% of the total points possible for an assignment will be entered into Infinite Campus. (Example: a raw score of 1/10 will be entered as 5/10, or 50%).
4. In addition to paper/pencil tests, summative assessments may be performance assessments, projects/products, demonstrations, writing, speaking, etc. which are evaluated with a rubric (or scoring guide).
5. Rubrics or scoring guides are based on standards and detail levels of quality/demonstration of mastery. Rubrics or scoring guides are NOT checklists awarding points for the mere presence of components or compliance.
6. The practice of “grading on the curve” will NOT be used.
7. Reduction in grades for punishment of behaviors (such as attendance or misbehavior) will NOT be used.
8. Effort, participation, behavior, extra credit, etc. will NOT be calculated as part of the term grade.
9. Formative assessment data will be used on a daily basis to adjust instruction to meet student needs (Tier I intervention and extensions).
10. “Retakes” will be done during the formative assessment process and on a case-by-case basis on summative assessments.
11. “Retake” means being assessed using different instruments or different means, NOT the same quiz administered in the same format over and over.
12. Infinite Campus gradebooks will include a record of student formative assessments and will be calculated as 30% of the term grade.
13. Missing work (formative/summative assessment) is indicated in Infinite Campus as “Missing Assignment” with a note on progress report and support provided to the student for completion. Until the student completes/makes up the assignment and a grade for the work is entered, the “Missing Assignment” calculates as a “0” and will remain a “0” if the work is not completed.

### Definitions

**Instructional Activity:** activities during the instructional (learning) process designed for student practice, including homework. Instructional activities MAY be recorded in Infinite Campus, but

WILL NOT be calculated as part of the term grade.

**Formative Assessment:** activities, processes, procedures, quizzes, demonstrations, etc. whose purpose is to check for understanding/progress/mastery of standards. Formatives that are “recordable” will be recorded in Infinite Campus and become part (30%) of the term grade (keep in mind that not all formative assessments are capable of being recorded due to their means/nature). These are considered assessments **FOR** learning.

**Summative Assessment:** paper/pencil tests/quizzes and projects/products, demonstrations, writing/speaking which are evaluated with a rubric or scoring guide. Summative assessments are a final assessment of student mastery of standards. Summative assessments will be recorded in Infinite Campus and become the majority (70%) of the term grade. These are considered assessments **OF** learning.

### **BRIDGE PERFORMANCE INDICATORS**

- Increase student competitiveness for college admission, scholarships and jobs
- Make learning relevant to students based on their needs, goals and aspirations
- Increase expectations for students, as global demands continue to increase
- Continue pushing the district ahead of other districts so that our students are ahead of the game

BRIDGE Performance Indicators must be included into day-to-day instruction, using the content curriculum. Separating the BPIs or making them stand alone activities works against the goal, instead, creating performance-based activities that are relevant, rigorous and personalized for each student is ideal. The BPIs when used correctly can help extend and help the content becoming more engaging and empowering for students. The Indicators must be personalized for each student through the district-wide curriculum.

**Simons Middle School  
Bridge Performance Indicators**

<b>SERVICE:</b> <xnunyZ MlX "k ujZk Zl {MnK k   l bft yZxfbZ uxnZV <sup>a</sup>
<ul style="list-style-type: none"> <li>• &lt;Nl{bWlMz b`nl Z`nx` Ml bZx yZxfbZ jZnMl b` uxnZV{ uZx tZM`</li> </ul>
<b>SELF-DISCIPLINE:</b> ž ZfZnu`MlX`2`ZMj`xZ`MuZxynl`Mj`xn, {a`n`Nj`nfZx`{k`Z`a`
<ul style="list-style-type: none"> <li>• AxWl`UZI`Vak`Ml`µ2`&lt;µ0&lt;?"&lt;µMjMyxnnk`MyyZyyk`ZI`{XMlM</li> <li>• ž ZfZnu`MuZxynl`Mj`xn, {a`n`Nj`MlX`{xWl`uxn`xZyy`{axn `an `{k`bXjZ`yVannj`</li> <li>• @an, `uxn`bZl`Vt`nl`{aZ`OJ`AZVal`njn`+`@MlX`Mxy`Uf`Vnk`ujZ`b`{aZ`ž`b`bMj`ž`xZ`f`y`1bZl`yZ`nx`Ml`uxnfZ`X` ž`b`bMj`&lt;Myunx`{&lt;xn`xMk`{axn `a`{n`l`l`n`l`VZ`</li> <li>• ž`Zk`nl`y{xMz`p`k`M`{M`M`MyMly`M`{nxt`M`{Zl`XMI`VZ`xZ`Vnx`Z`j`n`{`x`l`Ml`{A`</li> </ul>
<b>PROBLEM-SOLVING:</b> `nk` JMZ`MlX`"Mj`MZ`ynj `{btl`y`{n`xZMj`,`nxjX`uxnUjZk`y <sup>a</sup>
<ul style="list-style-type: none"> <li>• @jZ`MuxnUjZk`{axn `a`yZxfbZ`jZnMl`b`</li> <li>• *XZl`{b`yVannj`uxnUjZk`yS`nxk` JMZ`ynj `{btl`y`MlX`Vnk`k` l`bMz`{n`Ml`uxnux`bMz`n` jZ`y`j`n`l`M`l`n`l`VpS` `Xk`b`by{xMl`btl`S@Mz`?ZuxZyZl`{MbfZySZ`{V`A`</li> </ul>
<b>PURPOSE:</b> <jM`uMl{bWlMl`b`jZnMl`b`Z`uZxZl`VZy`MlX`nuunx` l`bZy`UMjZ`X`nl`b`Xb`bX` Mj`n`Mjy`MlX`Mj`ubMl`btl`y <sup>a</sup>
<ul style="list-style-type: none"> <li>• l`nk`ujZ`{Z`f`Xb`bX` Mj`ZnMl`b`&lt;jMl`</li> <li>• &lt;Nl{bWlMz`b`nl`Z`Nl`b`f`b`f`p`Vnk`k` l`bft`ZfZl`{n` y`bX`n`yVannj`uZx`tZM`</li> <li>• Gb`b`nl`Z`yZ`Vnl`X`M`l`jZnMl`b``M`b`b`f`uZx`tZM`</li> </ul>
<b>COMMUNICATE:</b> ž`Zk`nl`y{xMz`Z`ZV`{bZ`MlX`M`{aZl`{b`Vnk`k` l`bMl`btl`y`b`jy <sup>a</sup>
<ul style="list-style-type: none"> <li>• &lt;Nl{bWlMz`b`Mj`ZnMl`{nl`Z`Vnk`k` l`bMl`btl`ZfZl`{,`b`a`Ml`b`Xb`bX` Mj`,`b`a`Z`uZx`{bZ`xZjMzX`{n`{aZ`y`{XZl`{b`y` `n`Mjy`Ml`X`p`x`V`M`Z`Z`x`b`{Z`Z`y`y`</li> <li>• l`nk`k` l`bMz`MlX`{xWl`xZy`j`y`Suj`Ml`y`SMl`X`p`x`bXZ`Mj`M`l`n` `{aZ`E`&lt;*Ml`b`f`b`Zy`b`,`ab`va`tn `a`MfZ`uMl{bWlMz`X` {axn `a`{n`l`l`n`l`VZ`</li> <li>• ž`Zk`nl`y{xMz``xn,`{a`b`A`f`ub`µOZ`f`Un`M`X`b`` y`b``Ml`uxnfZ`X`uxn`xMk``</li> <li>• &lt; Uj`b`a`M`x`b`b`u`bZV`{aM`a`Mj`Ml`Ml`{aZl`{b`u` xunyZ`</li> </ul>
<b>GROWTH AND ACHIEVEMENT:</b> ž`Zk`nl`y{xMz`Vhl`{b` n`y`b`k`uxnfZk`Zl`{`{n,`M`X`Vh`jZ`Z`S`M`Z`Z`x`Ml`X`j`bZ`xZ`N`X`b`Zyy <sup>a</sup>
<ul style="list-style-type: none"> <li>• ž`Zk`nl`y{xMz`2`&lt;S`E`Zl`Vak`Ml`S0&lt;?"&lt;Ml`X`p`x`V`Mj`y`x`n`k``xn,`{a`n`x`{aZ`tZM`</li> <li>• @an, `xn,`{a`n`x`k`M`{M`{uxn`bZl`Vt`b`5l`ž`Zk`MlX`H`x`b`b`</li> </ul>
<b>TEAMWORK:</b> ž`Zk`nl`y{xMz`{aZ`Ml`b`b`f`{n`VnaZy`bZj`+`,`nxi`b`Xb`Z`xyZ``xn uy`{n`MabZ`fZ`MnK`k`nl`n`Mj <sup>p</sup>
<ul style="list-style-type: none"> <li>• ž`Zk`nl`y{xMz`{aZ`Ml`b`b`f`{n`,`nxi`{n`Z`{aZ`xZ`Z`V`{bZj`+`b`M`xn u`</li> <li>• ByZ`{Z`Val`njn`+`{n`Vh`j`M`l`n`x`Mz`,`b`a`n`{aZ`xy`</li> </ul>
<b>INNOVATION AND CREATIVITY:</b> ž`ZfZnuS`.ujM`S`MlX`f`x`b`b`y`Z`n`x`b`Mj`bXZMj <sup>a</sup>
<ul style="list-style-type: none"> <li>• l`nk`ujZ`{Z`M`&lt;My`btl`&lt;xnZV`{Vhl`l`ZV`{n`Nl`{btl`A`</li> <li>• &lt;xZyZl`{&lt;Mjy`btl`&lt;xnZV`{n`Ml`Ml`{aZl`{b`Ml`X`bZl`VZ`</li> <li>• l`nk`ujZ`{Z`V`Ml`y`{nl`Z`p`XZ`l`yZ`b``xMz`Z`b`a`{aMl`by`M`Z`jZV`{btl`n`{aZ`Ml`b`f`b`Zy`Vnk`ujZ`{Z`{axn `an `{k`bXjZ` yVannj`b`{aZ`M`Z`Mj`n`_`xn,`{a`MlX``VabZ`fZk`Zl`{Sf`nk`k` l`bMl`btl`S@x`f`bZ`S`MlX`f`l`n`f`Ml`btl`MlX`t`xZ`Ml`b`f`b`f`{aMl`  yZy`Mf`y` Mj`ZjZk`Zl`{`</li> </ul>

Ā@x`f`bZ`S`<Mjy`btl`<xnZV`{y`S`MlX`f`nk`k`|l`bMl`btl``fZl`{y`k`|y`UZ`X`b`V`|yyZ`,`b`a`S`MlX`Ml`uxnfZ`X`Uf`S`Mk`Zl`{nx`{Z`M`a`Z`nl`{aZ`y`{XZl`{b`y`{Z`Nk`<sup>a</sup>

ž`b`y`{x`b`{`?`Z`w`l`b`Z`k`Zl`{y`©

- (n`l`l`n`l`VZ`ž`b`bMj`<nx`l`nj`btl`l`\*1<
- OZ`f`Un`M`X`b``xn,`{a`By`b``ž`b`y`{x`b`{`<xn`xMk`
- ž`b`bMj`ž`xZ`f`y`1bZl`yZ`nx`{n`l`l`n`l`VZ`ž`b`bMj`f`b`bZ`yabw`
- H`x`b`b``Mj`n|`{j`b`Z`X`Uf`yVannj`H`x`b`b`<nj`b`f`
- ž`Ml`M`B`n`{Z`U`nni`µ`Ax`Wl`b`
- `|`{aZl`{b``yyZyyk`Zl`{`{`xMz`ā`Sf`Ml`y`{nl`Z`{`xMz`ā`







ž by{x0/ { ?Zw| bZk Zl {y©

- ( n" | l | n | l | VZ ž b bŃj' <nx{ \_njtŃ | ' \*1 <
- OZtUnMxŃb` ( xn, {a Byb` ž by{x0/ { <xn` xŃk`
- ž b bŃj' ž x0fZxŃy' 1bZl yZ'nx' ( n" | l | n | l | VZ ž b bŃj' bŃbŃ yabŃ
- H xŃb` 'Ny'n| {jŃ ZX'Ut yVannj'H xŃb` ' <njŃt'
- ž MŃM3n{ZUnni μAxŃŃ b`
- † MŃy{nl Z' ( xŃkZ'ä'ä'n| {n\_ä'k Ny{ZxZX' {n.Z. bŃ

3n{Zy'\_nx'y{| XZl {tk uxnfZk Zl {nxVnk k Zl {y'nl' ě <\*ž Z\_Zl yZ©

## AWARDS & REWARDS

Throughout the year, SMS holds a variety of athletic awards banquets or ceremonies. Toward the end of each school year, usually the final day of school, SMS has an awards program. At that time, students who have excelled in various areas will be presented with awards and recognized for their accomplishments. Included in the awards are the distinguished Joe A. Simons awards for outstanding student and outstanding student/athlete.

Team level: Teams will use the online documentation system for recording marks. Individual instructional teams will develop positive behavior incentive plans prior to the first day of school that outline reward criteria for intervals throughout the school (i.e. 4.5 weeks, 9 weeks, end of year). Incentive plans will be communicated to students at the beginning of the school year.

## 8<sup>TH</sup> GRADE PARTY

Simons Middle School hosts an 8<sup>th</sup> grade party for students at the conclusion of their 8<sup>th</sup> grade year. The party will take place on an evening towards the end of the school year. Students who meet any of the following criteria **WILL NOT** be permitted to attend the 8<sup>th</sup> grade party:

- o Students who have accumulated **more than thirty (30)** “marks” for the entire school year
- o Students who have been **suspended for more than three (3) days** for the entire school year
- o Students who have been in **ISAE six (6) or more days** for the entire school year
- o Students who have outstanding fees or charges (library, textbooks, NSF checks, sports, Chromebook repairs, etc.)
- o Students who are truant (**missing 3 or more days UNEXCUSED**).
- o Students who have a failing grade in any class (cumulative for the year) at **NOON**, 2 weeks before the party.
- o Students who are not present at school **ALL DAY** on the day of or the day before the party.

## WINTER DANCE

The Simons Middle School Beta Club hosts an annual winter dance each December. This dance is **ONLY** for students enrolled at Simons Middle School. Students who meet any of the following criteria **WILL NOT** be permitted to attend the winter dance.

- o Students who have accumulated **more than twenty (20)** “marks” to date of dance
- o Students who have been **suspended three (3) or more days** to date of dance
- o Students who have been in **ISAE more than three (3) days** to date of dance
- o Students who have outstanding fees or charges (library, textbooks, NSF checks, sports, Chromebook repairs, etc.)
- o Students who are truant (**missing 3 or more days UNEXCUSED**).
- o Students who have a failing grade in any class on Friday, one week **PRIOR TO** the date of the dance.
- o Students who are not present in school **ALL DAY** on the date of the dance (or on the day before the dance if the dance is held on a Saturday).

## WASHINGTON, D.C. TRIP

In the spring of every year Simons Middle provides an opportunity for 8<sup>th</sup> grade students to travel overnight to Washington, D.C. A large portion of the 8<sup>th</sup> grade Social Studies content is American History and the formation of our democratic government. This trip provides students with an opportunity to see first-hand some of the sights and sounds of our nation’s capital and our government at work. There is a cost associated with the trip. Additionally, in order to be eligible for the trip, students must meet the following criteria:

- o Attend one Flemingsburg City Council Meeting or county magistrates meeting
- o Have fewer than 30 “marks” for the year
- o Have not been suspended any days during the course of the year
- o Cannot be truant (**missing 3 or more days UNEXCUSED**)
- o Students cannot have been placed in **ISAE for more than 3 days**

- o Have no outstanding fees or charges (library, textbooks, NSF checks, sports, Chromebook Repairs, etc.). ALL Students in attendance on the Washington, D.C. Trip must be in attendance the following Monday.

### COUGARS OF DISTINCTION

The Cougars of Distinction Ceremony takes place each year after test scores have been released. Students who are proficient or distinguished in all tested areas will be recognized during the ceremony. Parents and families are invited to attend the ceremony and to celebrate with their student. Throughout the year the “Cougars of Distinction” will have the opportunity to enjoy some special privileges or rewards. The School Culture and Climate Committee with assistance from administration and parents will be responsible for organizing rewards each nine weeks.

### HONOR ROLL

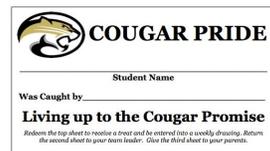
The Honor Roll system is a method to recognize students for demonstrating excellence in academics. Students who achieve the Honor Roll will be recognized each nine weeks and will receive various privileges and/or rewards. The School Culture and Climate Committee with assistance from administration and parents will be responsible for organizing rewards for each nine weeks.

### STUDENT OF THE MONTH

Each month at Simons Middle School six students are chosen for Student of the Month, one from each instructional team, a student from one of the Unified Arts Teacher’s Classes, and one student is chosen by the principal or administrative team. These students are chosen based upon citizenship, academics, character, personal achievement, etc. Students who receive the honor of student of the month will have their pictures taken and placed in the local newspapers and will be announced over the intercom.

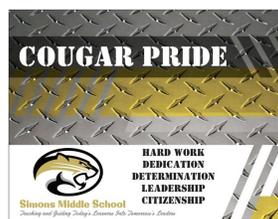
### COUGAR PRIDE CARDS

The Cougar Pride Cards are to be used as positive reinforcement for good behavior school wide. **Teachers are asked to enhance their interactions with students by finding three positive behaviors for each negative behavior exhibited by the student.** The student will be given a card by a staff member when they have been caught demonstrating the “Cougar Promise.” These cards will be two-ply cards. One card will be turned in during lunch at the designated location. Students will receive an immediate incentive. Cards will be drawn weekly for students to receive a prize, such as gift certificates, t-shirts, etc. The second card will be kept by students.



### GOOD NEWS POSTCARDS

Good News Postcards will be used to send home information regarding specific student behavior. Students who mastered a difficult concept, students who have shown behavioral improvement, or students who went above and beyond should receive one. These are only examples, and teachers should send home a Good News Postcard at any time they deem one necessary. Teams will meet at least monthly to complete postcards. Students who receive a Good News Postcard will be allowed entry into one athletic event free, when they bring their card to the gate for admission.



## SCHOOL-WIDE BEHAVIOR PLAN

The backbone of the **SMS School-Wide Behavior Plan** is *teaching expectations* and character education through *social competency initiatives and behavioral support*. SMS has adopted a multi-level approach to school-wide behavior whereby different levels of prevention and intervention services are implemented based on student need.

All students will receive training and instruction in areas such as social skills, responsibility, and decision-making. Students with a greater need will receive additional support in areas such as anger management, making friends, impulse control, and family conflict. A relatively small number of students will display more intense needs and will receive support as needed to address them.

- 1. CHAMPS for Common Areas:** Recognizing that “behavior” must be taught (just as math, science and language must be taught), SMS uses CHAMPS to clarify and overtly teach expectations for students regarding behavior. School-wide standards are provided for areas including Hallways, Cafeteria, Assemblies, Restrooms, etc.
- 2. CHAMPS for Classrooms:** Teachers use CHAMPS in the classroom setting to overtly teach expectations for a variety of classroom situations and instructional approaches (teacher-led lessons, small group work, independent seat work, learning centers, etc.)
- 3. Assemblies:** Assemblies will occur periodically throughout the school year and will be associated with the positive character traits such as respect, responsibility, citizenship, caring, trustworthiness, academic excellence, etc. Example events include guest speakers, presentations and themed activities.

## THE TRAFFIC VIOLATION ANALOGY

School behaviors can be compared to traffic violations.

**Level 1 behaviors are analogous to *Parking Tickets*.** A parking ticket is a minor offense. Even if a driver gets a parking ticket every day for a year, as long as he pays the fine no other consequence will be enacted (no arrest, jail time, having license revoked, etc.). Similarly, for “Level One” behaviors at school, a teacher administers “Level One” consequence and no other action is needed.

**Level 2 behaviors are analogous to *Moving Violations Tickets*.** Moving violations are more serious than parking tickets and include infractions such as speeding, running a stop sign, etc. Moving violations require a higher level of intervention and/or consequence (i.e. driving school, paying fines of varying amounts, and possibly, a court appearance). Similarly, for “Level Two” behaviors at school, a higher level of response is warranted, and should include at least some level of documentation.

**Level 3 behaviors are analogous to *Drunken Driving Violations*.** Drunk driving is a serious offense that requires immediate arrest, incarceration or court involvement. An officer does not make a determination as to whether or not to arrest; rather, the law requires that an arrest is made. Similarly, for “Level Three” behaviors at school, teachers are required to notify administration of any offense that involves dangerous or illegal behaviors.

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors
<p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>● Talking to peers</li> <li>● Call outs</li> <li>● Out of seat</li> <li>● Head down</li> <li>● No homework</li> <li>● No materials</li> <li>● Off task</li> <li>● Writing notes</li> <li>● Inappropriate tone</li> <li>● Singing/humming/noises/tapping</li> <li>● Not following directions</li> <li>● Walking on the wrong side of the hall</li> <li>● Running in the hall</li> <li>● Tardy to class</li> <li>● Throwing things</li> </ul>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> <li>● Cheating</li> <li>● Disruptive with a substitute</li> <li>● Inappropriate physical contact</li> <li>● Skipping school/class/detention</li> <li>● Throwing things (paper wads, pencils, etc.)</li> <li>● Excessive teasing or annoyance towards peers</li> <li>● Disrespect toward others</li> <li>● Repeated Level 1 infraction that becomes defiance</li> <li>● Inappropriate use of technology</li> <li>● AUP Violations</li> <li>● Dress code</li> <li>● Teasing or annoyance towards peers</li> <li>● Inappropriate bus conduct</li> <li>● School Bus Offense</li> <li>● Promoting a fight by any means</li> </ul>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> <li>● Illegal drugs and Alcohol</li> <li>● Tobacco Offenses</li> <li>● Weapons</li> <li>● Fighting / Physical Assault</li> <li>● Stealing</li> <li>● Profanity that involves disrespect</li> <li>● Threat made to staff member</li> <li>● Sexual harassment</li> <li>● Bullying/cyber-bullying/threatening (intimidation) as defined by KRS</li> <li>● Skipping school/Class/Detention</li> <li>● Actions that would be deemed illegal as defined by KRS</li> <li>● Pornographic Materials</li> <li>● Repeat Level 2 Behaviors</li> </ul>

## THE MARK SYSTEM

The Mark System is designed to document and track minor student behavior concerns (mainly level 1 and level 2 violations). All teachers utilize this system as documentation for behavior issues within their classrooms and in school common areas. A tiered approach is used for the accumulation of marks. More severe behavior issues earn a student more “marks.” When students are issued “marks,” they are provided with documentation of the offense and category associated with the violation. Some teachers may require parents to sign the documentation and return it to school. The categories and explanation of behaviors are outlined below:

<b>Cheating</b>	<b>5 marks</b>
<ul style="list-style-type: none"> <li>o Student’s independent work is produced with aid from a peer or non-staff adult without expressed permission from the teacher.</li> <li>o Student plagiarizes work by not giving appropriate credit to outside sources.</li> <li>o Student intentionally aids another student in completing an independent task, assignment, or assessment.</li> </ul>	
<b>Disruptive behavior</b>	<b>3 marks</b>
<ul style="list-style-type: none"> <li>o Student’s behavior disrupts the flow of classroom instruction.</li> <li>o Student’s behavior disrupts classroom activity.</li> <li>o Student’s behavior requires intervention of an adult regardless of location.</li> </ul>	
<b>Disrespect/defiance to adult or disrespect to peer</b>	<b>3 marks</b>
<ul style="list-style-type: none"> <li>o Student uses an inappropriate response to adult request.</li> <li>o Student makes a comment or statement that is insulting to adult or peer.</li> <li>o Student does not respond to adult requests to perform an action first time asked.</li> <li>o Student takes or damages property that is not their own.</li> </ul>	
<b>Bus Conduct</b>	<b>2 marks</b>
<ul style="list-style-type: none"> <li>o Student is referred to the office by a bus driver for misconduct on the school bus.</li> </ul>	
<b>Tardy</b>	<b>1 mark</b>
<ul style="list-style-type: none"> <li>o Student is not in assigned area in the classroom when the tardy bell rings or at the designated start time.</li> </ul>	
<b>Off task behavior</b>	<b>1 mark</b>
<ul style="list-style-type: none"> <li>o Student is not performing task, activity, assignment, or assessment as directed by an adult, but is not disrupting the flow of instruction or activity.</li> <li>o This includes, but not limited to, not coming to class prepared with materials, sleeping in class, engaged in conversation with another student that is not pertaining to class.</li> <li>o Gaming or using technology in a way that has not been approved or permitted by the teacher.</li> </ul>	
<b>Dress Code Violation</b>	<b>1 mark</b>
<ul style="list-style-type: none"> <li>o Student is in violation of the Simons Middle School Dress Code.</li> </ul>	
<b>Classroom specific rule</b>	<b>1 mark</b>
<ul style="list-style-type: none"> <li>o Student breaks a rule specific to a particular classroom. Classroom rules are posted and reviewed with students through CHAMPS.</li> </ul>	

The assistant principal will check marks on Thursday afternoons, and assign the appropriate consequence using the tiered system outlined below. Once a student has reached 10 “marks”, the team will be encouraged to make a parent contact. Teams will be asked to contact parents when students have received 20 “marks” overall for the year.

**Students who accumulate 5–9 marks within a one week period (Friday to Thursday), will be given the following consequences:**

- Loss of afternoon break
- 30 minute after school detention or Lunch Detention
- One week suspension from extra-curricular competition (student may still practice)

**Students who accumulate 10-14 marks within a one week period (Friday to Thursday) will be given the following consequences:**

- Loss of afternoon break
- One hour after school detention or 10 day lunch detention
- Detention packet level 1
- One-week extra-curricular ineligibility (student may not practice or compete)
- Parent/teacher/administration conference will be held

**Students who accumulate 15+ marks with a one week period (Friday to Thursday) will be given the following consequences:**

- Loss of afternoon break
- One hour after school detention and 10 day lunch detention
- Detention Packet Level II
- In School Alternative Education (ISAE)
- Two-week extra-curricular ineligibility (student may not practice or compete)
- Parent/teacher/administration conference will be held

**When a student is assigned a detention, a written notification will be sent home with students.** Teams will regularly discuss student behavior progress, and meet to determine appropriate interventions on the team level. At each mid-term and end-of-term (4.5 weeks), administration and counselors will review students' cumulative marks. Student will be flagged for further intervention.

Once flagged, the grade level team may meet to determine interventions for the student. During a management meeting conducted by administration, the team and administration will determine the next possible steps for intervention, which can include, but is not limited to, the following:

- Behavior intervention plan
- Behavior contract
- Use of outside resources or agencies
- Placement Change

Students who are placed on an intervention plan will be assigned a staff point-of-contact, who will regularly report progress to the team. Any plan developed for the student will be shared with all adults who interact with the student on a daily basis. An intervention plan may supersede the marks system for a particular student.

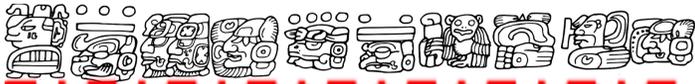


EZ^`\_d'?;UUJV'ETY`]jy

DVU'<RXf Rcdjy



Ef aa|j `>Zde'R\_U'DVhRcUd" %& "' % %



**Supplies:**

**All classes:**

- Binder of choice
- Loose leaf notebook paper (4)
- Pencils
- Pencil pouch
- Dry Erase Markers(4 pack)
- Highlighters
- Glue Sticks
- Scissors
- Coloring Pencils or Thin-tip Markers
- Headphones/Earbuds

**Homeroom:**

- Tissues
- Clorox Wipes
- 1 Pack Pencils
- Coloring Pencils or Thin-tip Markers**

**Math:**

- 2 Composition Notebooks
- 2 pocket Folder

**Science:**

- Composition Notebook
- 2 Pocket Folder

**English:**

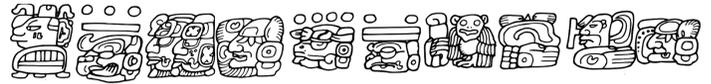
- 1.5" Binder
- 5 Subject Dividers
- 2 Pocket Folder
- Index Cards

**Social Studies:**

- 2 Pocket Folder
- Dry Erase Markers/Magic Erasers

**Unified Arts:**

- 2 pocket folder



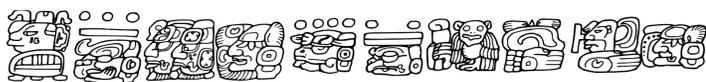
**Rewards:**

- MidTerm 1: Extended Break/Popsicles**
- 1st Nine Weeks: City Park/Reservoir trip**
- MidTerm 2: Movies/Game Day in the Room**
- 2nd Nine Weeks: Basketball Tournament/Holiday Party**
- MidTerm 3: Movies/Game Day in the Room**
- 3rd Nine Weeks: Bowling Alley**
- MidTerm 4: Cookout in the Courtyard**
- 4th Nine Weeks: CHAMPS/Malibu Jacks/SkyZone**
- Cougar Pride Reward: To Be Announced**

**BEHAVIOR EXPECTATIONS FOR REWARDS:**

- **MidTerm 1-4:** No more than 5 marks, no detentions, no ISAE, no suspensions, no more than 3 unexcused absences, in the Mid-Term Period.
- **Nine Weeks 1-3:** No more than 10 marks, no more than one detention, no ISAE, no suspensions and no more than 3 unexcused absences, and no failing grades, in that Nine Week Period.
- **End of Year (4th Nine Week) Trip:** No more than 20 marks, no more than 3 days suspensions, no more than 1 detention, no more than 3 days in ISAE, no more than 3 unexcused absences, no cumulative failing grades for the year, and ALL parts of KPREP completed.

**Cougar Pride Reward:** No Marks, No Suspensions, No ISAE, No Detentions, No Failing Grades, And No Unexcused Absences for the YEAR!





W

”

È x  
W È

- 2 inch binder (used as a traveling binder that will be sent home and brought back to school)
- 1 inch binder (for ELA)
- 10 dividers w/ pockets w/ tabs
- 1 inch binder (for Science)
- 5 dividers w/tabs (For Science)
- 3 ring zipper pencil pouch
- Earbuds
- Wireless Mouse (optional but highly recommended)
- 2 Composition Notebooks (for Math)
- 4 Folders (for Unified Arts)
- Coloring Pencils
- Pack of Dry Erase Markers (for Math)
- Loose-Leaf notebook paper
- Package of sheet protectors
- 3 pk. Highlighters
- Paper Towels
- 2 boxes of Kleenex
- 2 containers Clorox Wipes
- 2 pk. pencils

õ x

- Paper Towels
- Glue sticks
- Post it notes
- Markers
- Pencil top erasers
- Tape
- Extra paper/ pencils
- Expo marker

È

x



W „ À ½

Midterm 1: Extended Break (5th-7th Period Outside)

Quarter 1: Ice Cream & Reservoir

Midterm 2: Popcorn and Movie ½ day

Quarter 2: CHAMPS

Midterm 3: Sundae Funday or Nachos

Quarter 3: Malibu Jacks

Midterm 4: Hot Dogs & Extended Break

End of Year Trip: Bowling Alley/ Movie Theatre

Cougar Pride Trip: To Be Announced

À À

Midterm 1-4: 5 or less marks, no Detentions, no ISAE, and no Suspensions.

Quarter 1-3: 10 or less marks, no Detentions, no ISAE, and no Suspensions,

End of Year Trip: 20 or fewer marks, no more than 3 days suspended for the year, no more than 1 detention, no more than 3 days in ISAE, and no cumulative failing grades for the year.

Cougar Pride Trip: 0-3 marks, No Suspensions, No Detentions, No ISAE, and no Failing Grades.

*\*Team reserves the right to change the Incentive Plan based on behavior from previous incentive rewards and available funds.*

t

# Simons Middle School 8th Grade Blue Barracudas Supply List 2019-2020

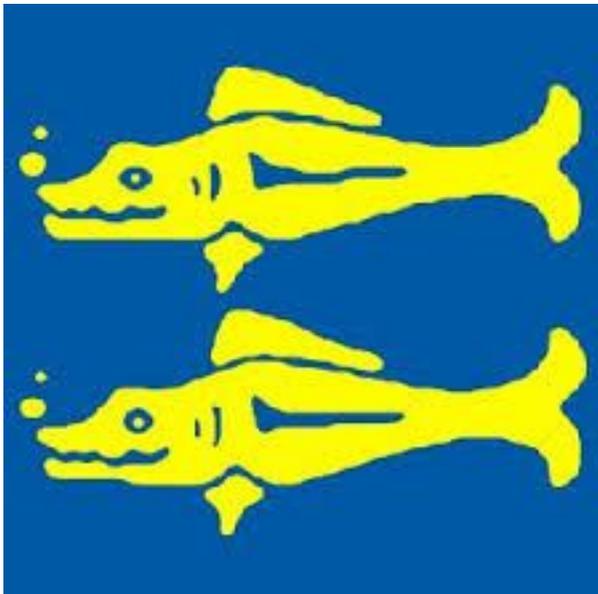
t

H eean'A'hi /

7g'e\ 9V'an [d'ge'Zgh'dc'Vaj hZ/  
 '7'eYZg' (" 'cX] Zht  
 'EVeZg  
 'EZcX'a'Edj X]  
 'EZcX'h  
 ": Vg7j Yh\$= ZWYe] dcZh  
 "<aj ZH X  
 "9gn: gMhZB Vg` Zgh  
 "= ^] a\] i Zgh  
 "8dadg'e\ EZcX'h  
 " 8db edh'f 'dc 'Cdi ZV'd' h'it  
 'tB Vi] \$ c\ah] t  
 ") EdX Zi ; da'Zgh'f-bX'Va  
 Hj Y'Zh'f-K'ZcXZ] J c [ZY'6gj H'fit  
 EVh'h'c Egd\_ZX] t  
 ": gMhZgh

I V Zi d'B gh#- Vb b [dgi ZVb j hZ/t

'I 'hj Zht  
 'EVeZgj dl Zah  
 "8adg'mL ^eZh  
 "cYZn'8VgYh  
 'EZcX'h



t

GZI VgY'Ea/c/

B 'Yi Zgb '&/: niZcYZY'7gZV  
 Fj Vgj Zg&/H d'gni Za'c\ ; Zhi 'kVa\$8'f'n'EVg  
 B 'Yi Zgb ' /<nb \$<Vb Zh\$B dk'Z'Gb  
 Fj Vgj Zg' /; 'Za'f g'e  
 B 'Yi Zgb '( /<nb \$<Vb Zh\$B dk'Z'Gb  
 Fj Vgj Zg( /<nb \$<Vb Zh\$B dk'Z'Gb  
 B 'Yi Zgb ) /: niZcYZY'7gZV  
 : cY'd[ 'NZVg/; 'Za'f g'e

GZfj 'gZb Zci h[dgGZI VgYh/

B 'Yi Zgb '&') /\* dg'aZ'hb Vg H'cd'9Zi Zci 'dcH'cdt  
 #b: !'cd'H heZch'dcH'VcY'cd'b dgZi] Vc'(t  
 j cZnX] hZY'W'ZcXZ]h[dgi] Zb 'Yi Zgb  
 Fj Vgj Zg&(/&dg'aZ'hb Vg H'cd'9Zi Zci 'dcH'cdt  
 #b: !'cd'H heZch'dcH'cd'b dgZi] Vc'(t  
 j cZnX] hZY'W'ZcXZ]hVcY'cd[V'a'e\ \gWYh[dgt  
 i] Z'fj Vgj Zg  
 : cY'd[ 'NZVgl g'e/(%dg[Zi Zgb Vg H'cd'b dgZt  
 i] Vc'( YVnh'hj heZcYZY[dgi] Z'nZVg'cd'b dgZt  
 i] Vc'&YZi Zci 'dc!'cd'b dgZi] Vc'( YVnh'e' #b: !t  
 cd'b dgZi] Vc'( j cZnX] hZY'W'ZcXZ]h'bj hi 'cdi t  
 b 'thVcn'YVnh'd[ '@EG: E i Zhi 'e\! VcY'cdt  
 Xj b j a/i 'kZ[V'a'e\ \gWYh[dgi] Z'nZVg#  
 Ži Zvb 'gZ'hZgkZhi] Zg\] i i dX] Vc\Zi] Z'cXZci 'kZEa/c'W'hZY'dct  
 VZ] Vk'bg]gdb egZk'tj h'eXZci 'kZgZi VgYhVcY'V'V'V'Z]j cYh#  
 Žh'j YZcih1 ] d'd'e'i] Zi ZVb Yj g'e\i] Z'hX] ddánZVgl 'aa] VkZVct  
 VYj hi ZY'b Vg 'ealc'gZfj 'g'e\ [kZ[Zi Zgb Vg heZgc'eZi ZZ' hb 'hZYT  
 [gdb 'Yi Z'd[ 'Zcglab Zci#

# Simons Middle School 8th Grade Silver Snakes Supply List 2019-2020

## H eean'A'hi/

7g'c\ '9V'an [dgieZghdcVaj hZ/  
 '7'cYZgE "( ^cX] Zht  
 'EVeZg  
 'EZcX'aEdj X]  
 'EZcX'ah  
 ": Vg7j Yh\$= ZWYe] dcZh  
 "<aj ZH X  
 "9gn: gMhZB Vg Zgh  
 "= ^] a\ ] i Zgh  
 "8dadg'c\ EZcX'ah  
 " 8db edh'f 'dc Cdi ZVld` htit  
 ttttB Vi] \$ c\ ah] t  
 ") EdX Zi ; daVZghH-bX/Vat  
 Hj Y'ZH H'K'ZcXZi'J c [ZY'6gj h'fit  
 EVhh'c Egd\_ZXi t  
 ": gMhZgh

## I V Zi d B g h' G V i a [ [ d g i Z V b j h Z t

'I 'rhj Zht  
 'EVeZgi dl Zah  
 "8adgdmL ^eZh  
 "cYZm'8VgYh  
 'EZcX'ah



## GZI VgY'Ea/c/

B 'Yi Zgb '&/: niZcYZY7gZV  
 Fj Vg Zg&H dgni Za'c\ ; Zhi kVa\$81n'EVg  
 B 'Yi Zgb ' /<nb \$<Vb Zh\$B dk'Z'Gb  
 Fj Vg Zg' /; 'Za'1 g'e  
 B 'Yi Zgb '( /<nb \$<Vb Zh\$B dk'Z'Gb  
 Fj Vg Zg'( /<nb \$<Vb Zh\$B dk'Z'Gb  
 B 'Yi Zgb ) /: niZcYZY7gZV  
 : cY'd[ 'NZVg'; 'Za'1 g'e

## GZfj 'gzb Zci h [ dg GZI VgYh/

B 'Yi Zgb '&') /\* dg'Zhhb Vg H'cd'9Zi Zci 'dch'cdt  
 &#x2192; b: !'cdHj heZch'cdh'VcY'cd'b dgZi] Vc'(t  
 j cZnXj hZY'W'W'ZcXZh[dgi] Zb 'Yi Zgb  
 Fj Vg Zg'&'( /&dg'Zhhb Vg H'cd'9Zi Zci 'dch'cdt  
 &#x2192; b: !'cdHj heZch'cdh'cd'b dgZi] Vc'(t  
 j cZnXj hZY'W'W'ZcXZhVcY'cd[V'at'e\ \gWYZh[dgt  
 i] Z'fj Vg Zg  
 : cY'd[ 'NZVgl g'e/(%dg[Zi Zgb Vg H'cd'b dgZt  
 i] Vc'( YVnhhj heZcYZY[dgi] Z'nZVg'cd'b dgZt  
 i] Vc'&YZi Zci 'dc!'cd'b dgZi] Vc'( YVnh'e'&#x2192; b: !t  
 cdb dgZi] Vc'( j cZnXj hZY'W'W'ZcXZh' b j hi'cdi t  
 b 'rhVcn YVnhid[ '@EgZe i Zhi 'e\ !VcY'cdt  
 Xj b j a/i kZ[V'at'e\ \gWYZh[dgi] Z'nZVg#  
 Ži ZVb 'gzhZgkZhi] Zg\ ] i idX] Vc\ Zi] Z'cXZci kZEa/c t  
 W'hZY'dc VZ] Vk'bg[gdb 'egZk'tj h'cXZci kZ'gzi VgYhVcYt  
 Vkv'8W'Z] j cYh#  
 ŽHj YZci hI ] d'd'e'i] ZiZVb Yj g'c\ i] Z'hX] ddanZVgl 'at  
 ] VkZVc WYj hiZYb Vg 'eal'c'g'Zfj 'g'c\ [kZ[Zi Zgb Vg ht  
 eZgc'cZi ZZ' hb 'rhZY[gdb YVi Z'd[ Zcgotab Zci #



**SIMONS MIDDLE SCHOOL  
PARENT STUDENT HANDBOOK ACKNOWLEDGEMENT**

Please review carefully the Simons Middle School Student Handbook.

Sign the statement below and return to the office, no later than September 1.

I have read the entire contents of the Parent/Student Handbook and agree to abide by the rules, regulations, and policies of Simons Middle School.

Student Name: \_\_\_\_\_

Student Mentor Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_