

South Hills Middle School

Home of the White Tigers

2018-2019

13508 South 4000 West Riverton, Utah 84065

<http://southhills.jordandistrict.org/>

Main Office : (801) 412-2400

Attendance : (801) 412-2405

Rochelle Waite

Principal

M. Tyler Jones
Assistant Principal

Georgia Wing
Assistant Principal

Counselors

Kathy Campbell *A-D*

Kara Atchison *E-K*

Sara Susov *Psychologist*

Julie Walker *L-Ra*

Valerio Olson *Rb-Z*

Rebecca McPartland *Speech*

Mission Statement

South Hills Middle School is committed to fostering a safe and enjoyable environment that encourages intrinsically motivated lifelong learning for all students.

This planner belongs to: _____

Phone# _____ Student # _____

Utah Compose login _____ Password _____

Skyward login _____ Password _____

Google Mail login _____ Password _____

Class Schedule:	Rm. #	Homework Contacts:	Phone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

***NOTE: In the case a student loses his/her planner, a new planner may be purchased in the main office for \$5.00.

Monday - Thursday

Period	Begin	End	Length
1st	8:00	8:45	45 min
2nd	8:50	9:40	50 min
3 rd -TA	9:45	10:20	35 min
4th	10:25	11:10	45 min
A Lunch	11:10	11:40	30 min
5th	11:45	12:30	45 min
6th	12:35	1:20	45 min
5th	11:15	12:00	45 min
B Lunch	12:00	12:30	30 min
6th	12:35	1:20	45 min
5th	11:15	12:00	45 min
6th	12:05	12:50	45 min
C Lunch	12:50	1:20	30 min
7th	1:25	2:10	45 min
8th	2:15	3:00	45 min

Friday

Period	Begin	End	Length
1st	10:00	10:33	33 min
2nd	10:38	11:11	33 min
4th	11:16	11:58	42 min
A	11:58	12:28	30 min

Lunch			
5th	12:33	1:06	33 min
6th	1:11	1:44	33 min
5th	12:03	12:36	33 min
B Lunch	12:36	1:06	30 min
6th	1:11	1:44	33 min
5th	12:03	12:36	33 min
6th	12:41	1:14	33 min
C Lunch	1:14	1:44	30 min
7th	1:49	2:22	33 min
8th	2:27	3:00	33 min

Assembly Schedule 1			
Period	Begin	End	Length
1st	8:00	8:40	40 min
2nd/1st Assembly	8:45	9:45	60 min
2nd/2nd Assembly	9:45	10:45	60 min
4th	10:50	11:30	40 min

A Lunch	11:30	12:00	30 min
5th	12:05	12:45	40 min
6th	12:50	1:30	40 min
5th	11:35	12:15	40 min
B Lunch	12:15	12:45	30 min
6th	12:50	1:30	40 min
5th	11:35	12:15	40 min
6th	12:20	1:00	40 min
C Lunch	13:00	1:30	30 min
7th	1:35	2:15	40 min
8th	2:20	3:00	40 min

Assembly Schedule 2

Period	Begin	End	Length
1st assembly	8:00	9:00	60 min
2nd assembly	9:05	10:05	60 min
4th assembly	10:10	11:10	60 min
A Lunch	11:10	11:40	30 min
5th	11:45	12:30	45 min
6th	12:35	1:20	45 min
5th	11:15	12:00	45 min
B Lunch	12:00	12:30	30 min
6th	12:35	1:20	45 min
5th	11:15	12:00	45 min

6th	12:05	12:50	45 min
C Lunch	12:50	1:20	30 min
7th	1:25	2:10	45 min
8th	2:15	3:00	45 min

Jordan School District 2018-19
TRADITIONAL SCHOOL YEAR CALENDAR
Elementary & Middle

- Induction Meetings for Elementary Teachers New to the District..... Tuesday, August 14, 2018
- Induction Meetings for Secondary Teachers New to the District..... Monday, August 13, 2018
- Teacher Contracts Begin*.....Wednesday, August 15, 2018
- 7th Grade Orientation..... Tuesday, August 21, 2018
- Beginning of Classwork for Students (Grades 1-9)Wednesday, August 22, 2018
- Kindergarten (only) testingWednesday, August 22 – Wednesday, August 29, 2018
- Kindergarten Classwork BeginsThursday, August 30, 2018
- Close of Classwork for Students Friday, May 31, 2019
- Check-out Day for Teachers*..... Monday, June 3, 2019

HOLIDAYS AND OTHER DAYS SCHOOL WILL BE CLOSED Labor Day

- Labor Day RecessMonday, September 3, 2018
- Compensatory Recess - Middle School Parent-Teacher Conference..... Friday, October 5, 2018
- (see Middle School Conference schedule below)

- Fall RecessThursday, Friday, October 18-19, 2018
- All-Grade Transmittal Day (Students do not attend)Friday, October 26, 2018
- **Compensatory Recess for Elementary Parent-Teacher Conferences.....Friday, November 9, 2018

(see Elementary School Conference schedule below)

- Thanksgiving Recess.....Wednesday, Thursday, Friday, November 21, 22 & 23, 2018
- Winter Recess.....Monday, December 24, 2018 – Tuesday, January 1, 2019

School resumes on Wednesday, January 2, 2019

- All-Grade Transmittal Day (Students do not attend).....Monday, January 14, 2019
- Dr. Martin Luther King, Jr. Day RecessMonday, January 21, 2019

- **Compensatory Recess for Middle Parent-Teacher Conferences.....Friday, February 15, 2019
- (see Middle School Conference schedule below)

- Washington/Lincoln Day Recess.....Monday, February 18, 2019

Elementary Grade Transmittal Day (Students do not attend)Friday, March 1, 2019

**Compensatory Recess for Elementary Parent-Teacher Conferences.....Friday, March 8, 2019
(see Elementary School Conference schedule below)

Secondary Grade Transmittal Day (Students do not attend) Friday, March 22, 2019

Spring RecessMonday, April 15, 2019 – Friday, April 19, 2019

School resumes on Monday, April 22, 2019

Kindergarten Testing – Individual Appointments Friday, May 17, 2019 – Friday, May 24, 2019

Memorial Day Recess Monday, May 27, 2019

FALL PARENT-TEACHER CONFERENCE SCHEDULE

Middle SchoolWednesday, October 3, 2018, Thursday, October 4, 2018

Elementary School.....Wednesday, November 7, 2018, Thursday, November 8, 2018

SPRING PARENT-TEACHER CONFERENCE SCHEDULE

Middle SchoolTuesday, February 12, 2019, Wednesday, February 13, 2019

Elementary School.....Wednesday, March 6, 2019, Thursday, March 7, 2019

END OF QUARTERS

1st Quarter--Thursday, October 25, 2018(44 Days) 2nd Quarter--Friday, January 11, 2019.....(45 Days)
3rd Quarter--Thursday, March 21, 2019.....(46 Days) 4th Quarter--Friday, May 31, 2019.....(44 Days)

*185 Contract Days (students attend 179 days – One (1) Professional Development Day is included in the first 5 days of school)

**Counted as Days in School Emergency closures in traditional schools will be made up first on Washington and Lincoln Day, then on Spring Recess.

School Hours

The building will be open for students from 7:30 a.m. to 3:30 p.m. Monday, Tuesday, Wednesday, and Thursday. **On Friday, the building will be open for students from 9:30 a.m. to 3:30 p.m.** Students are not allowed in the building before 7:30 a.m. or after 3:30 p.m. unless prior arrangements have been made with a member of South Hills’ faculty or staff. If students are in the building without supervision, they can be ticketed for trespassing and are subject to removal by police.

South Hills Middle School

Disclosure and Code of Conduct

Welcome to South Hills Middle School. The administration and faculty at South Hills believe that an important part of being a successful middle school is helping our students make smooth transitions between elementary school and high school. Organization is a key component to that successful transition. We strongly believe that if classroom practices and expectations can be aligned school-wide, our students will be more organized and confident. In an effort to streamline this organizational process, the faculty and administration at South Hills Middle School will support the following school-wide behavior expectations in our “TIGER TRAITS”.



SOUTH HILLS MIDDLE SCHOOL

I – Is in the Proper Place
G – Goes Prepared
E – Engages in Learning
R – Respects Self & Others

T – Takes Responsibility

Students are required to exhibit the Tiger Traits in all areas of the building, including classrooms, gym, cafeteria, hallways, auditorium, library, restrooms, computer labs and buses. Consequences for positive and negative behaviors are:

REWARDS

Self-respect and self-discipline
A kind word and winning smile
Class and school-wide incentives
Positive note home to parent
Tiger bucks

CONSEQUENCES

Visual or verbal correction
Removed from situation
Contact Parent
Referral to an administrator
Detention or suspension

Required Supplies: Student Planner, Lined Paper, Binders/folders/dividers, Pencil & pens, Silent Reading Book, Additional Subject-specific items

South Hills Middle School Computer Contract: Computers greatly enhance the education of our students. Any student who shows the proper respect to this costly equipment will be allowed to enjoy this privilege for the completion of schoolwork. Students who use school computers must read and understand the Internet Acceptable Use Contract. Their signature and the signature of their parent/guardian are required before any student can use school computers.

- During the time students are using a school computer, they are financially responsible for the computer.
- No student may use a computer without permission and supervision of a teacher.
- Magnets, food, gum, or drinks are not allowed around the computers or printers at any time.
- Students may access their own files only and print only when given permission by a teacher.
- Jordan School District and South Hills Middle School do not give permission for anyone to copy software or copyrighted materials unlawfully.
- Students must agree to follow and sign the Internet Acceptable Use Policy.

School-wide Grading Policy: We use standards-based mastery grading. Grades will be determined on achievement toward mastery of the standards. Student behaviors (effort, participation, adherence to class rules, etc.) will not be used to determine grades. This means that citizenship grades will carry more weight and will be used in a more defined and systematic way. Academic grades won't take into consideration anything that isn't directly related to the core curriculum and student demonstrations of mastery – or progress towards mastery – based on those standards. Performance classes such as physical education, art, music, dance, and theatre have performance goals in their core, thus their grades will also reflect performance and participation standards within their core curriculum. Students will receive mastery level points when they achieve mastery level performance. Parents, please check Skyward regularly. Grades will be updated weekly. To access Skyward, go to southhills.jordandistrict.org and click on Family Access or go to www.jordandistrict.org and click on Gradebook and then choose your web browser access.

Tiger Time (Teacher Advisory or TA twice each week & FLEX/RTI twice each week): “Tiger Time” has been implemented to assist our students. It provides students with a teacher advocate who mentors them academically and socially. “Tiger Time” also provides an opportunity to teach study and coping skills and provide guidance. Additionally, it allows students to listen to morning announcements, and tend to other

school business without disrupting students' regular academic classes. Students will receive a pass or fail grade (70% and above is passing) based upon completion of advisory class requirements.

Student Responsibilities for TA:

- Participate in all TA activities
- Bring & use your planner (or planning tool) in class every day (**Planners are a school-wide emphasis**)
- Compile a portfolio of student work
- Attend class regularly & behave in an orderly manner
- Listen attentively to morning announcements
- Participate in reading days and come prepared with a book on reading days.

Parent Responsibilities for TA:

- Encourage your son/daughter to be on time and do their best
- Check your student's planner daily
- Establish a "working relationship" with your student's advisor

FLEX: The FLEX program is designed to provide additional help/intervention to students during the school day. The technical term for this program is Response To Intervention (RTI). This intervention program will take place twice per week during our TA (Tiger Time). Students will be given a grade-printout during first period on Tuesday and Thursday. Each student's grades will determine where they go during this time. Students who have A's, B's and C's will have many options. They may choose to go to one of their classes to complete assigned work or they may go to any of the activities available such as cooking, art, music, sewing, study hall, library, basketball, etc. Students with any D's or F's will be required to attend one of their classes wherein they have a D or an F for additional help or to make up missing assignments or tests. A teacher may also override a student's necessity to attend by giving them an "I". By giving an "I" grade, a teacher can indicate that the student is getting a "C" or better grade, but still needs to come in and get additional help from their teacher. An "I" takes precedence over all other letter grades. Students with an "I" are required to go to that teacher during FLEX.

ZAP (Zeros Aren't Permitted): ZAP is a homework accountability program that works well at the middle level. The ZAP program assigns students who have not completed their homework to a "working-lunch" in the Learning Center to do their incomplete homework. If homework completion increases, then tests scores increase because students have taken advantage of the learning opportunity provided by their homework assignment.

Citizenship: Citizenship grades are based on attendance, participation, preparation and behavior (**See Rubric at the end of the document**). Since student behaviors will not be calculated in the student's academic grade, the citizenship grade will be a better and more accurate indicator of the student's behavior in class. Students are expected to be in their assigned seat or place in the classroom with their materials, ready for instruction when the final bell rings. Citizenship grades can be improved within a quarter. Students should see individual teachers to discuss how they might bring their citizenship grades up.

Hall Passes: Students will receive a maximum of three hall passes in each class per quarter. They can use these to go to the restroom or their locker. They will exchange the pass for a vest, which must be worn in the hall while the student is out of the classroom using a hall pass. Students in the hall without a proper pass will be subject to disciplinary action. Teacher discretion will be used in the event of emergencies. **No hall passes will be allowed during the first or last 10 minutes of class.** Abuse of hall passes will result in loss of the privilege.

School-wide Late Work Policy:

- Teachers will provide students with sufficient time to complete assignments and will clearly inform students of assignment due dates.

- Any late assignments (**if complete**) will not be penalized and will receive the grade earned depending on the accuracy and quality of the work.
- The purpose of assigned work is to help students gain mastery of the content being taught so that students may demonstrate their knowledge on the unit's assessment. There are times when it is beneficial to assign a late work deadline at the end of a unit to maximize the learning that will come from completing the assigned work. For this reason, individual teachers or departments may make the decision to cut off late work at the end of a unit.

School-wide Make-up Work Policy:

- It is the student's responsibility to ask teachers for assignments missed due to an absence.
- Students may turn in late work without penalty during the course of a unit.
- Students may retake an assessment if they complete the eligibility requirements that will help students study appropriately for an assessment re-take.

School Electronic Device Policy:

- Use of cell phones and other electronic devices are allowed at South Hills Middle School during hallway passing time and lunches. They may be used in classes with teacher permission according to his/her classroom rules. Violations, or any use the school deems improper, will result in confiscation of the device, which will then be taken to the attendance office.
- **South Hills is not responsible for any lost or stolen items brought to school.**
- The following penalties apply if this policy is violated:
 - 1st violation = Student can pick up device at the end of the school day
 - 2nd violation = Student meets with administrator, phone call home, student can pick up the device at the end of school day.
 - 3rd violation = Parent must pick up the device. Device may be confiscated for an extended period of time. Required parent meeting & student contract.

SOUTH HILLS AWARDS

Honor Roll: Honor Roll recognition is awarded every quarter to students who achieve a high measure of academic success. Students are eligible for Honor Roll provided they are a full-time student and have obtained a 3.5 G.P.A. or better. Honor Roll is based on grades each quarter.

No Tardy Reward: Students are rewarded quarterly for having no tardies to their classes.

Tiger of the Month: One female and one male student at each grade level are selected each month for this honor. Students are nominated and selected according to academic achievement, exceptional citizenship and behavior, school spirit, helpfulness, and overall outstanding effort and achievement. Students are recognized and receive their awards at a quarterly celebration.

Tiger Bucks: Students can receive Tiger Bucks by demonstrating the Tiger Traits or by being good citizens. There will be a monthly Tiger Store in the cafeteria in which student can purchase items with their Tiger Bucks. There will be a quarterly drawing for students who spend their Tiger Bucks.

Student of the Day: Students are nominated by their teachers for this Award. South Hills Middle School recognizes one student each day for following the Tiger Traits, for improvement, for good behavior, and a variety of other reasons.

Triple Crown: Students who have earned a 4.0 G.P.A., 8 H's in citizenship and 100% attendance for each quarter receive a medallion.

100% attendance: Students are recognized for achieving 100% attendance each quarter.

Fantastic 4: Students who have received a 4.0 G.P.A. are recognized each quarter.

Crazy 8's: Students are recognized for achieving 8 H's in citizenship each quarter.

BUG Club (Bring Up Grades): Students who improved their G.P.A. by .5 from the previous quarter will be recognized.

SOUTH HILLS STUDENT ORGANIZATIONS

P.T.S.A.: South Hills Middle School has an active Parent-Teacher-Student Association (P.T.S.A.) that works cooperatively in the interest of students and the school. The P.T.S.A. provides many fun and enriching activities throughout the year. 7th and 8th grade students may obtain an application and apply in the spring. Incoming 7th graders may apply in the fall.

S.B.O.: Every year, 7th, 8th, and 9th grade students have an opportunity to serve as a Student Body Officer. S.B.O.'s are in charge of school activities, announcements, assemblies, etc. A candidate must have a 3.0 GPA (accumulative and/or current quarter) and may not have more than one "N" citizenship mark and no "U's" during the current year. The election process will take place in the spring. Students may pick up an information packet prior to the election.

Tiger Squad: The Tiger Squad is a group of teachers nominated students who promote respect, responsibility, and a positive atmosphere at school. They are also trained in QPR (Question, Persuade, Report) and the "Hope Squad" curriculum to provide friendship, encouragement, and support for students who may be struggling with self-harm or suicidal thoughts.

N.J.H.S.: Belonging to the National Junior Honor Society (N.J.H.S.) is an honor and a privilege. This opportunity is extended to students who have exhibited outstanding academic scholarship and school leadership. These select groups of 9th grade students have achieved a cumulative GPA of 3.75 or higher. Students may pick up an application in the spring.

Stage Crew: Students who are interested in learning the basics of stage crew may apply in the spring. Each student who applies must be available to assist with night activities. Students must have a teacher recommendation and may not have more than one "N" citizenship mark and no "U's" during the current year.

Leadership: Students are offered the opportunity to develop their leadership skills through classroom activities and instruction. They are given opportunities to provide service in the community at the elementary level to practice their leadership skills. Lessons focus on leadership skill development and character development.

Math, Engineering, Science Achievement (M.E.S.A.): Enrichment activities prepare students for future careers.

Science Olympiad: Science enrichment activities after school prepare students for future careers.

School Musical: Students are given the opportunity to perform in the school musical. Rehearsals are after school.

Production Company: Offered during TA. Students are trained in all facets of a musical production.

Computer Coding: A beginning computer coding group.

ATTENDANCE OFFICE

Attendance: It is very important that students make every effort to attend school. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by after-school instruction or makeup work. Educational achievement comes through class participation as well as by assignments, projects, and tests. It is the responsibility of the parent/guardian to notify school officials of legitimate absences. Legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.

ATTENDANCE POLICY GOALS

The South Hills Middle School attendance policy will help students achieve success in their courses as well as accomplish the following goals:

- Develop student responsibility
- Develop quality citizenship
- Increase respect for teachers, other students and learning
- Prepare for future employment

Compulsory Education Law: [Utah Compulsory Attendance Law 53G-6-202](#), requires every school-age child to be in school. Parents are responsible for their children's regular school attendance and may be charged with a misdemeanor if they fail to ensure their student's regular attendance. Parents are responsible for notifying the school when an absence occurs within five school days of the absence.

ATTENDANCE RESPONSIBILITIES

The Role of the School and Administration

- The administration shall identify students with attendance issues and work cooperatively with parents and students to improve attendance.
- The administration shall use earnest and persistent effort to improve student's attendance.
- The administration shall announce random tardy sweeps during class breaks. Students late for class during a tardy sweep will be required to serve an After-School Detention (ASD).

The Role of the Attendance Office

- The attendance office shall keep administrators and parents informed of attendance problems.
- The attendance office shall notify parents of excessive absenteeism by phone message, calling machine or letter.
- The attendance office shall review attendance daily and resolve discrepancies in student attendance records.
- The attendance office shall provide check-in /check-out slips upon authorization by a student's parent/guardian.

The Role of the Teacher

- Teachers shall keep accurate roll of all absences and tardies.
- Teachers shall emphasize the importance of punctuality by beginning class promptly with meaningful instruction.
- Teachers shall discuss attendance issues with students as they arise and inform the school administration if attendance does not improve.
- Teachers shall begin class with a "starter" in order to gain student focus.
- Teachers shall participate with the administration in random unannounced tardy sweeps. Students will be assigned an ASD if late to class during a tardy sweep.

The Role of the Student

- Students shall gain the most of their educational experience by regularly attending and being on time to all classes.
- Students shall be present in assigned or designated areas at all times.
- Students shall follow proper check-in/check-out procedures.
- Students shall obtain make-up assignments from the teacher because of absences and shall turn them in according to classroom disclosure statement.

The Role of the Parent

- Parents shall avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to be out of school.
- Parents shall support school, district policies and state law by expecting regular school attendance.
- In the case of illness or other legitimate reasons for absences, the parent shall contact the attendance office and notify the school of their student's absence.

General Attendance Policies and Guidelines

- Parents can excuse their student for up to 10 days/year without a doctor's note. After 10 absences, parents must provide a doctor's note or a documentation of a family emergency.
- Parents must call the Attendance Office within one week of an absence to excuse it. After one week, the absence will remain unexcused.
- Parents can excuse three late morning check-ins per quarter. After three late check-ins, students will be counted as tardy unless it is a legitimate excuse.
- Students who have missed or are expected to miss more than three days of school can request the school to collect work for them.

Truancy Policy and Guidelines for Excessive Absenteeism

- Compulsory Education Letter acknowledged with registration at the beginning of the year.
- Administrator meets with student to discuss attendance concerns.
- Letter #2 may be sent home by Attendance Office after student misses 80 classes
- Student may be sent to Truancy School for missing over 120 classes.
- Note: Other consequences and interventions can take place at any time such as ASD, ISS, and counseling.

Check-In & Check-Out Policy: Any student coming to school after 8:00 a.m. should come through the attendance office and check-in. No late notes from parents should go directly to the teacher. If the student brings the note to the teacher, they should be sent to the Attendance Office. A student is marked with an excused check-in (I) or an unexcused check-in (U) during the period they come to school. All unexcused check-ins count as a tardy. All checkouts are done only with a parent or other contacts listed on the student's Skyward. Check-outs are to be handled in advance. Notes are to be brought to the Attendance Office before school begins to alleviate interruption of classes, assemblies, and activities. A phone call will be made to the parent for confirmation. Due to liability and safety concerns, parents will need to come into the attendance office and show proper identification to check out their child. Students will not be sent out to a parent. Students should use the attendance office telephone to contact parents—not their own cell phone or other phones.

Clinic / Illness: A student who becomes ill during the school day will report to the clinic in the Attendance Office with a note from their current teacher for permission to call home. Parents are to provide transportation to the doctor or home as soon as possible. In case of an emergency, the paramedics and the student's parents will be notified. Students must sign out of the sick room in the Attendance Office. Students are counted as truant if they do not sign in and out properly.

Closed Campus and Visitors: South Hills Middle School has a closed campus policy which means students are not allowed to leave the campus without following the proper checkout procedures. In accordance with Utah State Code 76-9-106, all visitors must report to the main office to sign in and receive a visitor's pass. Parents and other adults are welcome to visit the school. Parents wishing to attend a class must obtain the permission of the administration and the teacher prior to their visit. Only currently registered students will be allowed to attend classes and activities or be on school property. Any person not having school related business to attend to should not be on school grounds.

Educational Leave: Students may apply for up to 10 days of educational leave per school year. A parent must call or send a note to the Attendance Office before students can receive an Educational Leave Form. Obtain a leave form in the Attendance Office, complete and return the form before leaving on vacation.

Emergency Phone Numbers: In order to reach parents in an emergency, please submit changes of address or phone numbers to the attendance office as soon as any changes occur. This may be done on Skyward. Please list anyone in the emergency contacts that you might want to have check-out your student; otherwise, we will be unable to release your child to that person.

Home and Hospital: When a doctor writes an order for a student to be out of school for over 10 school days, a parent needs to contact the Counseling Center to arrange for Home and Hospital teaching services. The doctor note must be provided to the Counseling Center before Home and Hospital instruction can begin.

Withdrawal From School: When students move outside the school boundaries, they need to withdraw from South Hills. This process includes obtaining a withdrawal sheet from the Attendance Office, receiving clearance from each teacher, returning all textbooks, cleaning out lockers, and paying fines/fees. Failure to complete all of these steps may result in delay or denial of credit.

School-wide Tardy Policy: Students are expected to be in their assigned seat with all materials when the final bell rings. Tardies will be handled in accordance with the South Hills Tardy Policy:

- | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-4 Tardies | Classroom intervention. Teachers may choose from the following: <ul style="list-style-type: none">● Parent contact● Incentive or reward● Tardy tracker● Lower citizenship grade (based on school-wide citizenship rubric) |
| 5 Tardies | Lunch intervention and parent contact |
| 6-9 Tardies | Counseling with the hall monitor |
| 10 Tardies | Lunch intervention, After-School Intervention, and parent contact |
| 11-14 Tardies | Lunch intervention and parent contact for each tardy |
| 15+ Tardies | Interventions will be selected on a case-by-case basis based on each student's needs: <ul style="list-style-type: none">● ASD with parent contact (could be multiple ASD's)● Service hours assignment● ISS with Attendance Reflection task● Attendance and/or tardy tracker● Suspension to a parent conference● Truancy school● Truancy mediation (combined with chronic attendance issues) |

- Other parent or administrator proposed interventions

Notes

1. ASD will be held on Tuesdays, Wednesdays and Thursdays from 3:05 to 4:00 pm.
2. An ASD will be assigned to students caught arriving late to class in a Tardy Sweep.
3. Minimum tardy incentives will be used prior to fun assemblies (i.e., teacher talent show, student talent show, performances, etc.) and dances.

COUNSELING CENTER

General Information: The Counseling Center is available to all students and can help with personal or school problems. Appointments need to be made in advance due to the heavy schedule in the Counseling Center. Schedule changes will be made due to clerical error or incorrect class level. Other requests for class changes will only be considered under extreme circumstances. Each student will have a scheduled Planning for Career and College Readiness (PCCR) meeting with a parent and counselor. These meetings help set the educational direction and opportunities for each student.

Report Cards / Midterm Reports: Grades are always available on Skyward. First, second, and third term report cards won't be printed. They can be found on Skyward. Only the fourth term report cards will be printed and mailed to the parents. Mid-term reports won't be mailed each quarter but can be found on Skyward.

Requests for Homework: If a student has been absent for three or more days due to illness, or in the event of an emergency, a parent may request homework through the Counseling Center. The Counseling Center must be notified 24 hours prior to picking up the homework. It is recommended that each student write down phone numbers of friends who may pick up their homework for them.

LUNCHROOM PROCEDURES

Lunch Policy: Students may pay for lunches by putting money into their personal lunch account or may pay with cash as they go through the lunch line. When putting money into their account, students must fill out a lunch deposit slip and turn the money and slip in to the main office before 9:30 a.m. Money deposited after 9:30 a.m. will not be deposited until the next day. Parents may add money into their student's account via Skyward with a debit or credit card. Money deposited in this way is immediately available to the student to purchase food in the cafeteria. Cashiers cannot accept checks. Disrespectful behavior such as leaving trays, climbing over tables, throwing food, butting in line, or horseplay could result in lunch clean up, detention, or suspension. Vending machines are available to be used at students' own risk. South Hills is unable to reimburse students for money lost in these machines.

MEDIA CENTER

Media Center: The Media Center is open on most school days from 7:30 a.m. to 3:30 p.m. A computer system is used to check in and out books at the circulation desk. Students are responsible to return materials to the Media Center on time. Fines will be assessed for late returns, and students will be charged replacement costs for lost or damaged books. Fine money is used to pay for library activities and contests throughout the year. All fine money directly benefits students at our school.

Library Pass: Students are welcome to come to the library during lunch. Students can pick up a pass before lunch, eat lunch in the cafeteria, and then come to the library for the remaining lunch time. No food, drink, or gum is allowed in the library.

TRANSPORTATION

Bus Assignments: According to Jordan School District policy, a student qualifies for bus transportation if the student lives two or more miles from the school and is not on permit. These routes are determined once a year in the spring. The District Transportation Office has carefully surveyed the area and has identified, by house number, both those who qualify and those who do not qualify. This survey is the basis for identifying students who may ride the bus to school and designated bus stops. By state regulation, students must board the bus at the regular stops. Students may not ride another student's bus except in emergencies and with a parental note and administrative approval. **Failure to obey the guidelines could result in the revoking of riding privileges.**

SCHOOL PROPERTY

Textbooks: The school furnishes books to students with the understanding that students will properly safeguard them. Fines will be charged for unreasonable damage or loss of textbooks.

Lockers: Lockers are school property and are issued to students for storage of schoolbooks and school supplies. Students are responsible for using combination locks and keeping their lockers neat and clean both inside and out. Do not share locker combinations. Students must not write on, scratch, carve, dent or in any way deface or mutilate their lockers or anyone else's lockers. Students who violate these regulations will lose locker privileges and will be required to make payment sufficient to cover damages. School officials reserve the right to search any and all lockers. Illegal items found in lockers may be confiscated, and students to whom the lockers are assigned may be prosecuted. The school is not responsible for stolen items.

SCHOOL/DISTRICT POLICIES & STANDARDS

Alcohol & Drug Policy- JSD Policy AS90: The school recognizes that the possession, use, or distribution of illegal drugs, alcohol, or other prohibited substances constitute a hazard to students and is disruptive to the educational process. The following substances are prohibited:

Illegal drugs and paraphernalia	Over the counter medications in excess of an
Alcoholic beverages	8-hour dosage
Psycho toxic chemicals (inhalants)	Tobacco products
Prescription medications in excess of an 8-hour dosage	Items associated with club drug
E-cigarettes and paraphernalia	"Look-alike" drugs

The possession, use, or distribution by students of any substance listed above is prohibited on school property, during school hours, and at any school sponsored extracurricular program or activity including those held off school property. Violations will result in strict application of JSD Policy AS90. The school can provide a complete copy of this policy upon request.

Disrespect and Insubordination: The refusal to follow a reasonable directive by a teacher, administrator, and/or other school personnel is considered insubordination and is prohibited. This behavior is grounds for suspension.

Dress Code - JSD Policy AA419: There is a reasonable connection between proper dress/grooming and the successful operation of the school with respect to discipline. Therefore, the Board of Education sets the following standards for school dress and appearance.

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

- Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
- Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed. Any clothing or accessories that are associated with or promote drug use are not allowed.
- All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, off in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.
- Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt or interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.
- All students should wear clean clothing. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated. To avoid misunderstandings. If any clothing is see-through or not in compliance with dress code, it must have dress-code appropriate clothing underneath.
- Students shall comply with the laws that govern wearing military uniforms and insignias [Title 10, USC §771-772](#), and [Army Regulation 670-1 §29-4](#).
- Hats of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.
- School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
- Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School administration will determine what constitutes "gang" clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
- Shoes shall be worn at all times that insure personal safety and hygiene. Slippers are not allowed.

*****NOTE: If a student chooses to violate the dress code policy, he/she will be required to quickly come into compliance. The school will loan the student an appropriate article of clothing in order to avoid missing academic class time. Repeated infractions may result in suspension.**

Fighting, Threatening, Intimidating, Assault, and Battery: Students are expected to get along with one another and settle differences and disputes in ways other than fighting. Fighting, threatening, intimidating, assault, and battery types of behaviors (including snowball throwing) at school or at school related activities are prohibited. Injuries, damages, and medical cost associated with fighting are the responsibility of the involved students and their parents. The police are involved with all fights that cause bodily injury. Students are subject to suspension and possible police charges.

Bullying: Aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is not acceptable and can result in disciplinary action.

Harassment & Discrimination: It is the policy of JSD not to discriminate on the basis of race, color, national origin, sex, or handicap in any education program or activity. Any type of discrimination or harassment (verbal or other) will be subject to immediate disciplinary action. Students are encouraged to report harassment to the administration.

Loss of Personal Property: Jordan School District is not responsible for any personal property that is lost, stolen, or vandalized. There is no provision that allows payment for any personal item that is taken from a student enrolled in the Jordan School District.

Medications: Students may carry “over-the counter” medication at school - NOT TO EXCEED AN 8-HOUR DOSAGE. Any other medication must be kept and administered through the Attendance Office and administered by school personnel as long as it is in the original container with specific directions. The Request for Medication forms are available in the attendance office and must be filled out and signed by the parent and physician. The student is responsible for remembering to take his/her medication. The school recognizes the need to reduce the risk of use and abuse of illegal substances among students. Therefore, the distribution, use, misuse, or possession of alcohol, drugs, inhalants, prescription medication (in excess of an 8-hour dosage), over-the-counter items (in excess of an 8-hour dosage), and all associated paraphernalia is prohibited on any school district property, in any building owned or operated by the school district, or any activity sponsored by the school district whether or not it is held on school property. Distribution of any drug, alcohol, or medication (prescription or over-the-counter) in any amount from one student to another is a violation of the Jordan District Drug and Alcohol Policy.

Non-Educational Items at School: Any personal item that has nothing to do with the educational process is not to be brought to school. Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school. Such items as toys, laser pens, cameras, ropes, stink bombs, etc. are not allowed at school and will be confiscated. **The school is not responsible for lost or stolen items, even if they are stored in hall or gym lockers.**

Profanity: There shall be no display of manner or speech that is lewd, vulgar, gross, obscene, defamatory, or otherwise disruptive to the educational environment. Under state law, any violation of this policy (AA425) may result in disciplinary action and possible suspension from school.

Public Display of Affection: Public displays of affection (such as longer hugs and kissing) are inappropriate at any school sponsored activities. Students will be warned for initial violations. If the behavior continues, parents will be notified and disciplinary measures will take place.

Sexual Harassment Policy: Sexual harassment occurs in school when a hostile environment is created due to verbal or nonverbal behavior. The following are some examples of behaviors that can create a hostile environment if they are unwanted or uninvited:

Off-color jokes or teasing, comments about body parts or sex life, suggestive pictures, posters, calendars, or cartoons, leering, stares, or gestures, repeated requests for dates, excessive attention in the form of love letters, telephone calls, or gifts, touching, brushes, pats, hugs, shoulder rubs, or pinches. Students who feel they have been sexually harassed should report the harassment to the administration or counselor. Disciplinary action will be taken against individuals who are guilty of harassment.

Suspension to District Level Hearing - JSD Policy AS67: Jordan School District students and employees are entitled to a learning/working environment that is free from unlawful acts. Therefore, the Jordan School District Board of Education shall not tolerate acts of violence, use or possession of weapons or facsimiles, criminal behavior or gang activity in or about District schools, property, or activities. Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended to a district level hearing (Policy AS67). The following conduct is defined as “dangerous or disruptive” and is prohibited:

- Possessing (regardless of intent), using, selling or attempting to sell any firearm, weapon, knife, explosive device, noxious or flammable materials, fireworks, potentially dangerous chemicals, or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use (note: squirt guns are facsimiles of weapons).
- Causing, attempting, threatening, or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through drugs or alcohol, sexual harassment, arson, burglary, larceny or stealing, criminal mischief, battery, or assault.
- Involvement in any activity which violates federal, state, or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state, or local law or regulation or to disrupt school proceedings, or attempting, threatening, or conspiring to do any of these.
- Gang-related activity which may include, but is not necessarily limited to: wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang; use of a name which is associated with or attributable to a gang; designating turf of an area for gang activities or occupation or ownership.

Citizenship Rubric

Tiger Trait	4-Meets all requirements “H” (0-1 Behavior Infractions)	3- Partially meets requirements “S” (2-3 Behavior Infractions)	2- Meets limited requirement with help “N” (4-6 Behavior Infractions)	1-Unable to meet limited requirement “U” (7+ Behavior Infractions)
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Takes Responsibility	Almost Always... *Follows directions *Completes assignments on time *Accepts consequences for own actions *Approaches teacher with plan for grade improvement when necessary	Usually... *Follows directions *Completes assignments on time *Accepts consequences for own actions	Sometimes... *Fails to follow directions *Fails to turn assignments in on time *Argues about the consequences of his/her actions	Often... *Fails to follow directions *Fails to turn assignments in on time *Argues about the consequences of his/her actions
Is in the proper place	Almost Always... *In their seat when the bell rings *Stays in assigned area during class	Usually... *In their seat when the bell rings *Stays in assigned area during class	Sometimes... *Late to class *Out of assigned area during class	Often... *Late to class *Out of assigned area during class *Absent from class.
Goes prepared	Almost always... Comes prepared with a writing utensil, paper, and supplies that are required for class	Usually ... Comes prepared with a writing utensil, paper, and supplies that are required for class	Sometimes ... *Comes to class unprepared	Often... *Comes to class unprepared
Engages in learning	Almost Always... *Participates appropriately in class discussions and activities *Maintains focus and stays on task	Usually... *Participates appropriately in class discussions and activities *Maintains focus and stays on task	Sometimes... *Demonstrates inappropriate behavior during class discussions and activities *Loses focus *Off task	Often... *Demonstrates inappropriate behavior during class discussions and activities *Loses focus *Off task
Respects self and others	Almost Always... *Follows classroom rules and procedures *Treats classroom materials with respect *Treats others with respect	Usually... *Follows classroom rules and procedures *Treats classroom materials with respect *Treats others with respect	Sometimes... *Violates classroom rules and procedures *Disrespectful to others *Disrespectful to classroom materials	Often... *Violates classroom rules and procedures *Disrespectful to others *Disrespectful to classroom materials

**South Hills Middle School
Citizenship Grading Scale**

Citizenship grades are based on attendance, participation, preparation, and behavior. Students are expected to follow the Tiger Traits at all times. Students must be in their assigned seats with all required materials when the bell rings.

H	The student follows the Tiger Traits and seldom, if ever, violates school and/or class rules, takes correction in a positive and productive way, is willing and eager to improve, and initiates positive contributions to the school and class community; No more than 1 behavior infraction (tardies, shout-outs, off-task, disrespectful or unsafe behavior, etc.).
S	The student does not often violate school and/or classroom rules, accepts correction positively, and makes a positive contribution to the school and class community; 2-3 behavior infractions (tardies, shout-outs, off-task, disrespectful or unsafe behavior, etc.).
N	The student sometimes violates school and/or classroom rules, but generally accepts correction positively; 4-6 behavior infractions (tardies, shout-outs, off-task, disrespectful or unsafe behavior, etc.).
U	The student's behavior often has a negative impact on the learning environment; 7 or more behavior infractions (tardies, shout-outs, off-task, disrespectful or unsafe behavior, etc.). Receiving a referral to the office for a major rules violation will automatically drop a student's grade to a "U" in citizenship.

Students will be given the opportunity to improve their citizenship grade through exemplary behavior. After discussing his/her behavior with the teacher, a student can eliminate one behavior infraction per week by demonstrating near-perfect behavior (no tardies, shout-outs, off-task, disrespectful or unsafe behavior, etc.) for five consecutive school days. Students who have an N or U in any class will not be able to participate in Field Trips or Fun (non-mandatory) Assemblies throughout the year.

*Individual citizenship grading requirements may vary according to each teacher's disclosure addendum.

Students should return this form signed by both the parent and the student to their TA teacher. Signatures indicate that both the student and parent have read and agree to abide by the policies covered in the South Hills Middle School School-Wide Disclosure Statement and this Student Handbook.

Student _____ Full _____ Name _____ (printed)

Student Signature _____

Parent Signature _____

Date _____ Signed _____ by _____ Student _____ & _____ Parent _____

TA Teacher (printed) _____

Parent E-Mail Address _____

Parent Daytime Phone #s _____

Pt #1
(P657)
Erwin

Pt #2
(P646)
Seamons

Pt #3
(P787)
Hanson

Pt #4
(P797)
Briggs



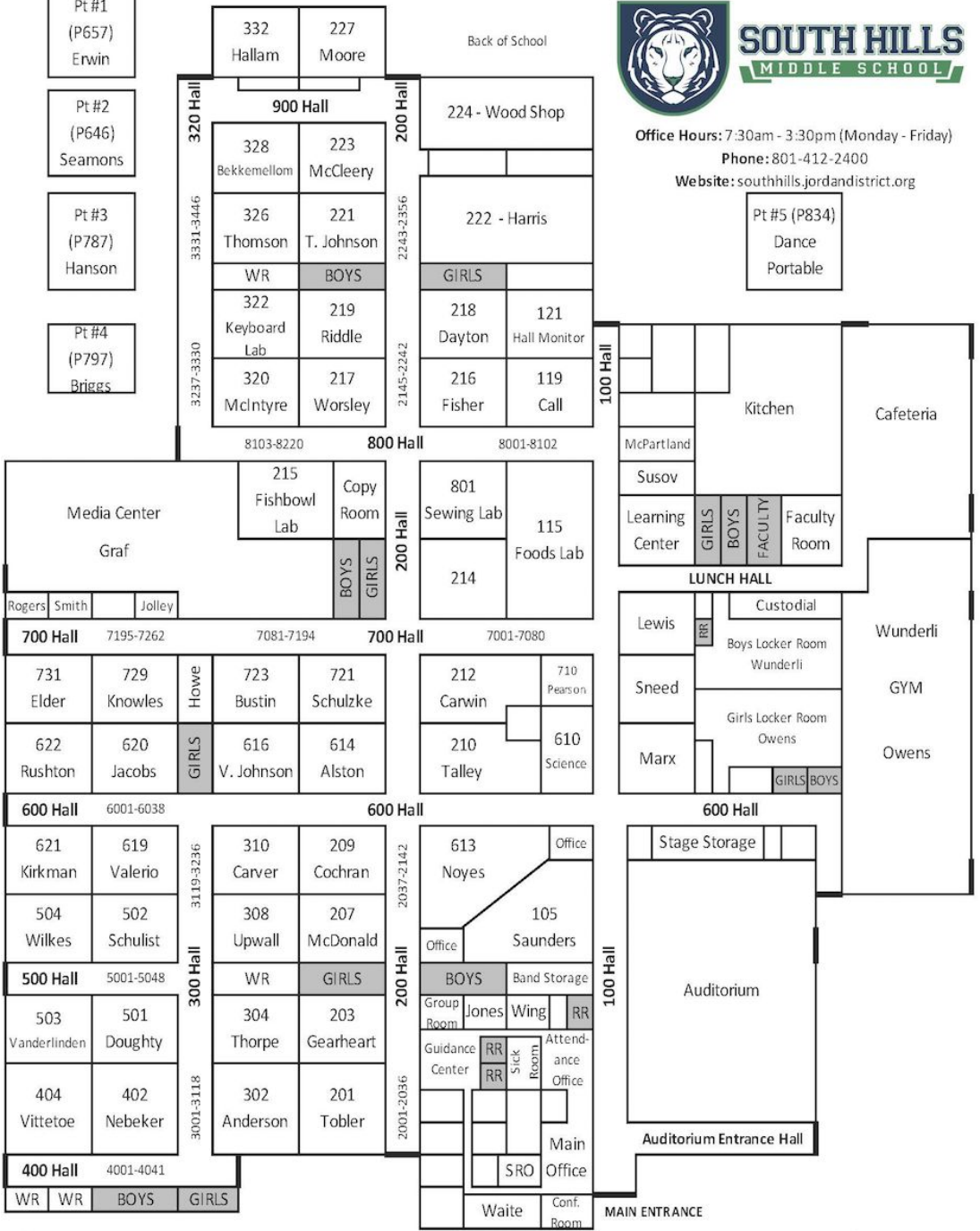
SOUTH HILLS MIDDLE SCHOOL

Office Hours: 7:30am - 3:30pm (Monday - Friday)

Phone: 801-412-2400

Website: southhills.jordandistrict.org

Pt #5 (P834)
Dance
Portable



← Seminary Building

FRONT OF SCHOOL

→ NORTH

Updated June 2018