



# South Hills Middle School

2023 - 2024

[South Hills Middle School Website](#)

13058 South 4000 West Riverton, Utah 84065

Main Office: 801-412-2400

Attendance Office: 801-412-2405

Principal: Jim Groethe

Assistant Principals:

Aubri Moench - A-K

Troy Monson - L-Z

Counselors:

Kathy Campbell - A-D

Kara Atchison - L-Pi

Valerie Ashley - Pi-Z

Wendy West E-K

## Mission Statement:

South Hills Middle School is committed to creating a safe and caring environment of lifelong learners and responsible citizens.

## Bell Schedules

### Monday - Thursday Bell Schedule

1ST PERIOD (TA)	8:00	8:25	25
2ND PERIOD	8:30	9:17	47
3RD PERIOD	9:22	10:09	47
4TH PERIOD	10:14	11:01	47
A LUNCH	11:01	11:31	30
5TH	11:36	12:23	47
6TH	12:28	1:15	47
5TH	11:06	11:53	47
B LUNCH	11:53	12:23	30
6TH	12:28	1:15	47
5TH	11:06	11:53	47
6TH	11:58	12:45	47
C LUNCH	12:45	1:15	30
7TH PERIOD	1:20	2:07	47
8TH PERIOD	2:12	3:00	48

### Fridays

2ND PERIOD	10:00	10:36	36
3RD PERIOD	10:41	11:15	34
4TH PERIOD	11:20	11:54	34
A LUNCH	11:54	12:24	30
5TH	12:29	1:03	34
6TH	1:08	1:42	34
5TH	11:59	12:33	34
B LUNCH	12:33	1:03	30
6TH	1:08	1:42	34
5TH	11:59	12:33	34
6TH	12:38	1:12	34
C LUNCH	1:12	1:42	30
7TH PERIOD	1:47	2:21	34
8TH PERIOD	2:26	3:00	34

## 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:

T	Takes Responsibility
I	Is in the Proper Place
G	Goes Prepared
E	Engages in Learning
R	Respects Self and Others

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

Rewards	Consequences
Self-respect and self-discipline	Visual or verbal correction
A kind word and winning smile	Removed from situation
Class and school-wide incentives	Parent contact
Positive note home	Referral to an administrator
TIGER Bucks	In school suspension or out of school suspension

## ACADEMIC INFORMATION

**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 manner. 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 theater 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.

**SKYWARD:** Parents, please check Skyward regularly. Grades will be updated weekly. To access Skyward, go to [southhills.jordandistrict.org](http://southhills.jordandistrict.org) and click on Gradebook, or go to [www.jordandistrict.org](http://www.jordandistrict.org) and click on Parents and Students, then Family Access (Skyward), and then choose your web browser access.

**STANDARDS-BASED GRADING:** South Hills Middle School has transitioned to a standards-based grading model. Students are assessed based upon mastery of a standard or objective being taught. A “4, 3, 2, 1” scale is used to identify the level of mastery a student has achieved on a particular standard or objective as follows:

4 Advanced	The student is proficient and demonstrates an advanced application of concepts, skills and/or processes of the standard(s).
3 Proficient (Meets Standard)	The student consistently demonstrates an understanding of concepts, skills, and/or processes of the standard(s).
2 Approaching	The student demonstrates some understanding of concepts, skills, and/or processes of the standard(s) but lacks proficiency in key areas.
1 Beginning	The student does not yet demonstrate an understanding of concepts, skills, and/or processes of the standard(s), and requires support to complete key tasks.

In the event a student does not demonstrate mastery of a concept via an assessment, the student is welcome to retake an assessment as long as the student completes assigned learning tasks

designed to help them understand and develop proficiency on the learning objective for the standard. Assessments will make up 80% of an academic grade and will reflect the student's level of mastery on particular standards and/or objectives. Academic practice will make up the remaining 20% of an academic grade.

Letter grades will be determined on the following basis:

- A = 4 - 3.5 - Advanced
- B = 3.49 - 2.8 - Proficient (Meets Standard)
- C = 2.79 - 2 - Approaching
- D = 1.99 - 1 - Beginning
- F = .99 - 0 - No evidence of learning/mastery

#### **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 MAKEUP 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 them study appropriately for an assessment re-take.

# ATTENDANCE INFORMATION

**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 make-up 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.

- **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 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

## 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 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, email, or letter.
- The attendance office shall review attendance daily and resolve discrepancies in student attendance records.

### The Role of the Teacher

- Teachers shall keep an 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.

### 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 due to an absence and shall return them according to classroom procedures.

### 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 within one week and notify the school of their student's absence. After 5 days, the absence will remain unexcused.

**CHECK-IN and CHECK-OUT:** Any student coming to school during the first 10 minutes will go directly to their first period class. Any student coming to school after the first 10 minutes should go to the attendance office to check in. A parent note to check in will not be needed.

\*PLEASE NOTE our check-in, checkout and absence excusal procedures. You may find tutorials on these procedures by clicking on the following links:

- [PDF Instructions](#)
- [Mobile Tutorial](#)
- [Desktop Tutorial](#)

**EDUCATIONAL LEAVE:** Students may apply for up to 10 days of educational leave per school year. Students will obtain a leave form in the attendance office and complete and return the form before leaving on vacation.

**HOME AND HOSPITAL:** When a doctor writes an order for a student to be out of school for over 10 school days, a parent or guardian 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.

**TARDY POLICY:** School success starts with attendance. Attendance is an accurate predictor of graduation. Attendance in middle school helps our students develop good relationships and communication skills. Our students need to be in school in order to afford them the greatest likelihood of success, both academically and socially. As part of a team effort to help our students build connections, develop healthy habits and behaviors, and increase their motivation to be in school, South Hills Middle School implements the Attendance Policy outlined below:

**TARDY POLICY:**

- Students should be in their classroom when the tardy bell rings. Students who are not in the scheduled classrooms when the tardy bell rings will be marked tardy.
- When the tardy bell rings, teachers will close their doors.
- Students who are not in their classrooms will line up outside their respective classroom door and complete a brief questionnaire about their tardiness. Teachers will have a QR code posted outside their doors that links to a tardy ticket.
- Five minutes after the tardy bell, teachers will admit students who have lined up and completed the tardy ticket. Students who are tardy to class will not be permitted to use a hall pass for that class period.
- Students who are not lined up nor admitted into the classroom must report to the Attendance Office to meet with their Assistant Principal or one of our Academic Mentors who will discuss the tardy with the student and email home. Data will be collected, similar to teachers, to help us better understand the tardy.
- Students who fail to report to the Attendance Office and meet with their Assistant Principal or Academic Mentor will be marked truant rather than tardy.
- Data collected through tardy tickets will be available to parents/guardians upon request and provided via emails to help us all find solutions to address any patterns.
- Students will then complete school work for the remainder of the period at a location determined by the school.
- With every ten (10) tardies, students must attend their choice of an extra study session (either Wednesday from 3:15pm to 3:55 pm or Friday from 9:15am to 9:55 am). Failure to attend an extra study session will result in an out of school suspension. ➤ Tardies in any single class will



negatively impact a student's Citizenship Grade for that class which subsequently may impact the student's seat on field trips or in assemblies.

**TRUANCY:** Students are to be in their scheduled class during class time. Students who leave campus during class or intentionally miss more than half of a class will be marked truant.

**TRUANCY POLICY:**

- Students are to be in their scheduled class during class time. Students who leave campus during class or intentionally miss more than half of any class will be marked truant.
- With every three (3) trancies, students must attend their choice of an extra study session (either Wednesday from 3:15pm to 3:55 pm or Friday from 9:15am to 9:55 am). Failure to attend an extra study session will result in an out of school suspension.
- Trancies in any single class will negatively impact a student's Citizenship Grade for that class which subsequently may impact the student's seat on field trips or in assemblies.

**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 Chromebook and all textbooks, cleaning out lockers, and paying fines/fees. Failure to complete all of these steps may result in delay or denial of credit.

## GENERAL INFORMATION

**ACADEMIC HONESTY:** Honesty is a big part of living with integrity. At South Hills, if your name appears on an individually assigned piece of work, that means you completed that work by following the teacher's instructions. If any of the following conditions occurred during the completion of the assigned task, you will be in violation of behavioral expectations:

- Receiving or providing information during or for a test
- Using non-approved material on tests
- Violating testing rules and procedures
- Using someone else's writing (word for word or almost word for word) and saying it is your own. This is plagiarism.
- Using someone else's ideas as your own and not giving proper credit
- Using or copying another student's assignment to turn in as your own
- Allowing other students to use your work with the exception of approved group, lab, or collaborative projects
- Forgery

Violation of the behavioral expectation of academic integrity may result in the following consequence(s):

- Parent contact
- Drop in citizenship grade to a U
- Drop in academic grade until proficiency or mastery is demonstrated
- Administrative intervention
- Referral

Students in violation of the Academic Honesty expectation will receive a "0" for work that is the product of their dishonesty. Students will need to meet with their teacher to develop a plan for completing the work, demonstrating proficiency of the material, and recovering lost citizenship credit.

**ASSEMBLIES:** Behave respectfully and appropriately during assemblies. This includes: stand/show respect during the National Anthem/Pledge of Allegiance, sit with your teacher, pay attention to the presenter, participate in a manner appropriate for the assembly, and no electronic device use. Students failing to meet these expectations may be removed from the assembly and have additional consequences. Meeting citizenship requirements will be a prerequisite for participating in non-mandatory assemblies.

**BUS TRANSPORTATION:** A student qualifies for bus transportation if the student lives **two miles or more** from the school and is not on permit. Students must board the bus at the regular stops. Students may not ride another student's bus. Students are expected to follow the bus driver's directions. **Misbehavior on the bus or at a bus stop may lead to school consequences, including the revoking of riding privileges.**

**CAFETERIA AND 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 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 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.

**CELL PHONE AND ELECTRONIC DEVICES:** Students are encouraged to leave electronic devices, including personal laptops, computers, tablets, game systems, music players, and other devices or toys, at home. Cell phones (including headphones and smart watches) are welcome at school during lunch and passing periods. Students who choose to bring these devices do so at their own risk; South Hills is not responsible for damage, theft, or loss. Chromebooks, issued to students by the school, are to be used for accessing lessons, learning materials, and other resources for classes.

During class time, students will have clear visual and verbal directions from the teacher that will outline approved activities and uses of cell phones and Chromebooks. Use of any electronic device to disrupt the educational process, exploit personal information, invade personal privacy, or compromise the integrity or propriety of educational programs is prohibited. These violations will result in confiscation of the device, which will be secured in the Attendance Office for parent pick up at the end of the school day.

Each classroom will have the following posters for reference in order to help teachers and students share clear expectations and understandings on cell phone usage during class time:

<b>ZONE 1 (LISTEN)</b> <ul style="list-style-type: none"><li>➤ Ready for Instruction</li><li>➤ Seated</li><li>➤ Voices Off</li></ul>	<b>ZONE 2 (LEARN)</b> <ul style="list-style-type: none"><li>➤ Engaged in Learning</li><li>➤ Seated</li><li>➤ Voices Low</li></ul>
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<ul style="list-style-type: none"> <li>➤ Phones Away</li> <li>➤ Music Off</li> </ul>	<ul style="list-style-type: none"> <li>➤ Phones Away</li> <li>➤ Music Off</li> </ul>
<p><b>ZONE 3 (EARN)</b></p> <ul style="list-style-type: none"> <li>➤ Engaged in Learning</li> <li>➤ Seated</li> <li>➤ Voices, as Approved</li> <li>➤ Phones Away</li> <li>➤ Music, as Approved</li> </ul>	<p><b>ZONE 4 (ACHIEVE)</b></p> <ul style="list-style-type: none"> <li>➤ Work is Completed</li> <li>➤ Seated, as Approved</li> <li>➤ Voices, as Approved</li> <li>➤ Phones, as Approved</li> <li>➤ Music, as Approved</li> </ul>

The following school consequences will be implemented for cell phone and electronic device violations:

- 1st Violation - The cell phone will be taken to the Attendance Office and secured for student pick up at the end of the school day. Parent/Guardian will be notified via email.
- All future violations - The cell phone will be taken to the Attendance Office and secured for parent pick up at the end of the school day. Parent/Guardian will be notified via phone call and email.

SHMS Administration reserves the right to restrict a student's use of and access to electronic devices, including cell phones, based on compliance, or continual noncompliance, with school rules.

**CITIZENSHIP:** Citizenship grades are based on attendance, participation, preparation, and behavior **for both in person and virtual learning experiences**. 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. Citizenship grades can be improved within a quarter through exemplary behavior. Students should see individual teachers to discuss how they might bring their citizenship grades up. Students who have one or more Us and/or two or more Ns in any class may not be able to participate in field trips and/or non-mandatory assemblies throughout the year.

## 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)
Takes Responsibility	<b>Almost Always...</b> *Follows directions *Completes assignments on time *Accepts consequences for own actions *Approaches teacher with plan for grade improvement when necessary	<b>Usually...</b> *Follows directions *Completes assignments on time *Accepts consequences for own actions	<b>Sometimes...</b> *Fails to follow directions *Fails to turn assignments in on time *Argues about the consequences of his/her actions	<b>Often...</b> *Fails to follow directions *Fails to turn assignments in on time *Argues about the consequences of his/her actions
Is in the proper place	<b>Almost Always...</b> *In their seat when the bell rings *Stays in assigned area during class	<b>Usually...</b> *In their seat when the bell rings *Stays in assigned area during class	<b>Sometimes...</b> *Late to class *Out of assigned area during class	<b>Often...</b> *Late to class *Out of assigned area during class *Absent from class.
Goes prepared	<b>Almost always...</b> Comes prepared with a writing utensil, paper, and supplies that are required for class	<b>Usually ...</b> Comes prepared with a writing utensil, paper, and supplies that are required for class	<b>Sometimes ...</b> *Comes to class unprepared	<b>Often...</b> *Comes to class unprepared
Engages in learning	<b>Almost Always...</b> *Participates appropriately in class discussions and activities *Maintains focus and stays on task	<b>Usually...</b> *Participates appropriately in class discussions and activities *Maintains focus and stays on task	<b>Sometimes...</b> *Demonstrates inappropriate behavior during class discussions and activities *Loses focus *Off task	<b>Often...</b> *Demonstrates inappropriate behavior during class discussions and activities *Loses focus *Off task
Respects self and others	<b>Almost Always...</b> *Follows classroom rules and procedures *Treats classroom materials with respect *Treats others with respect	<b>Usually...</b> *Follows classroom rules and procedures *Treats classroom materials with respect *Treats others with respect	<b>Sometimes...</b> *Violates classroom rules and procedures *Disrespectful to others *Disrespectful to classroom materials	<b>Often...</b> *Violates classroom rules and procedures *Disrespectful to others *Disrespectful to classroom materials

### Citizenship Grading Scale

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; <b>No more than 1 behavior infraction</b> (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; <b>2-3 behavior infractions</b> (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; <b>4-6 behavior infractions</b> (tardies, shout-outs, off-task, disrespectful or unsafe behavior, etc).
U	The student's behavior often has a negative impact on the learning environment; <b>7 or more behavior infractions</b> (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.

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

**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. A student may lie down in the sick room for up to 15 minutes, after which they will be sent back to class. Students must sign out of the sick room in the Attendance Office. Students are counted truant if they do not sign in and out properly. If a student is too ill to remain at school, parents/guardians will be contacted to provide transportation to the doctor or home as soon as possible. Only a parent or family/emergency contact listed on Skyward may check a student out of school. In case of an emergency, the paramedics and the student's parents will be notified.

**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. Only currently registered students will be allowed to attend classes and activities or be on school property. Student visitors are not allowed at school. Adult visitors must report to the main office to sign in and receive a visitor's pass. Parents wishing to attend a class must obtain the permission of the administration and the teacher **prior** to the visit.

**COMPUTER USE/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

**COUNSELING CENTER:** 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 education direction and opportunities for each student.

**DANGEROUS ITEMS/WEAPONS:** To maintain school safety, students are prohibited from bringing dangerous items, weapons or facsimiles of weapons to school. Students who use, possess, sell, or attempt to possess any firearm (gun), weapon, knife, explosive device, noxious or flammable material, including lighters, fireworks, chemical weapon, martial arts weapon, or other harmful instruments 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 may be suspended to a district level hearing and face police involvement. Students who suspect another student has brought or plans to bring a dangerous item or weapon to school have the responsibility to **tell an adult immediately**. Any student who accidentally brings a dangerous item to school (for instance, a knife is in your backpack from a camping trip), should bring it to an administrator immediately and not show others (See (USC §53G-8-205 (1) (3))

**DIGITAL CITIZENSHIP:** Be responsible and respectful with what you do on electronic devices. There is no privacy online. Anything your text or post online - words, pictures, or videos - can be viewed by anybody. Only post comments/pictures that you would be comfortable showing your parents or guardians. Cyber bullying is illegal and will result in school and police consequences.

It is against the law for you to bring, possess, participate in, share or show **sexting or pornography** while at school, whether in printed matter, on an electronic device, or on social media. Consequences for doing so include parent contact, suspension, confiscation and wiping of phone/device, change of school, and police involvement.

**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:** The full Jordan District Student Conduct, Dress, and Appearance policy may be read by clicking here: **JSD Policy AA419**. Note: If a student chooses to violate the dress code policy, he/she will be required to come into compliance/change into appropriate clothing before returning to class. Repeated infractions may result in school consequences - including suspension (see Disrespect and Insubordination)

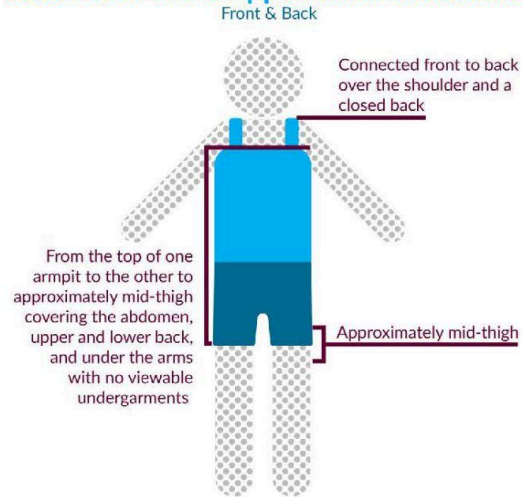


# Student Conduct, Dress & Appearance Guidelines

School administrators are responsible for the implementation and enforcement of student conduct, dress and appearance standards contained in District policy [AA419-Student Conduct, Dress, and Appearance](#) and these guidelines. The legal concept of “reasonableness” shall be the guiding principle in the application and discipline of student conduct, dress and appearance. Adherence to the conduct, dress, and appearance standards and these guidelines will be the responsibility of the student and their parent(s)/guardian(s). School administrators will have final judgement on all matters concerning interpretation of student conduct, dress, and appearance.

The following specific guidelines have been established to aid students, parents, staff and administration in the implementation and enforcement of policy [AA419-Student Conduct, Dress, and Appearance](#):

## Student Dress & Appearance Illustration



Dress and Appearance Standards include (but are not limited to) the following:

1. Clothing should be clean and in good repair.
2. Hats and other headwear:
  - a. May be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of others to identify the student.
  - b. Any headwear that does not allow the student's face to be visible is not allowed.
3. Clothing (See figure):
  - a. Must cover from the top of the armpit to approximately mid-thigh with no viewable undergarments (waistbands and bra straps excluded).
  - b. Must be from the top of one armpit to another and connected from the front to back over the shoulder, have fabric in the front (covering the abdomen), on the sides (under the arms), and have a closed back (covering the upper and lower back).
  - c. Provide coverage of the buttocks, genitals, and chest with a fabric that is not see-through.
4. Clothing, appearance, jewelry, accessory, footwear, or personal item shall be free of any writing, images, symbols, or any other insignias that:
  - a. Are lewd, vulgar, profane, obscene, or sexually suggestive.
  - b. Advocates, represents, or promotes racism, discrimination, violence or hate in any form.
  - c. Signifies or depicts gangs and/or illegal or criminal activities. (Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.)
  - d. Shows or references tobacco, alcohol, drugs, or any illegal substance.
5. Except as a part of an approved school activity or medical reasons, sunglasses may not be worn in school during the school day.
6. Footwear, appropriate for the day's activities, shall be worn at all times.
7. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.

With the approval of District administration and the School Community Council, schools may make minor changes and/or adaptations to the dress and appearance standards in order to address local needs. Schools should seek input from various stakeholder groups.

**EMERGENCY DRILLS:** Emergency drills are required at regular intervals. When the school is evacuated, students and teachers will follow Incident Command procedures. Students are expected to remain with their teachers/class and follow directions in a respectful manner.

**EMERGENCY NUMBERS:** In order to reach parents in an emergency, make sure you submit changes of address or phone numbers to the attendance office or via your parent Skyward log-in. 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.

**FIGHTING:** Students are expected to get along with one another and settle differences and disputes in ways other than fighting. Fighting at school or at school related activities is prohibited. Injuries, damages, and medical costs associated with fighting are the responsibility of the involved students and their parents. Students are subject to suspension and possible police charges. Provoking or encouraging a fight or video recording others fighting may also lead to disciplinary action.

**HALL PASSES:** Hall passes should be used minimally. During class time, students are permitted to use the hall pass with teacher permission. A lanyard must be worn in the hall while the student is out of the classroom. Students in the hall without a proper pass will be subject to disciplinary action. Teacher discretion will be used in the event of emergencies. Abuse of hall passes will result in loss of the privilege.

**HALLWAYS AND PASSING PERIODS:** Students are expected to proceed from class to class in a respectful manner and timely manner. Running, pushing, shoving, throwing objects, public displays of affection, etc. is not permitted. Students should not congregate in hallways, intersections, and bathroom entry ways. Students should walk and talk with their friends on their way to class. Students should interact respectfully with peers and adults in the hallways. Misbehavior in the hallways could be referred to administration and school consequences applied.

**HARASSMENT AND BULLYING:** Every day, we may interact with people who are not nice in their words, behaviors, and actions. These types of people are not pleasant to be around and individuals can make choices to be in places and with people that are positive and uplifting. If someone is mean or unpleasant, students can work with friends, teachers, counselors, or administrators to resolve the situation.

A “mean” person crosses the line when their behavior fits one of the definitions below:

- **Bullying:** Aggressive behavior that is intentional and that involves an imbalance of power or strength. A student or employee 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 or employees.

- Physical bullying including but not limited to hitting and/or punching
  - Verbal bullying including not limited to teasing or name calling
  - Non-verbal or emotional bullying including but not limited to intimidation through gestures, social exclusion, and retaliation aggression
  - The conduct describe above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct
- Cyberbullying: Aggressive behavior that is sent via internet, cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- Harassment: Repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual (see JSD Policy AS94).
- Retaliation: An act of communication intended:
  - As retribution against a person for reporting bullying, cyberbullying, or harassment; or
  - To improperly influence the investigation of, or the response to, a report of bullying
- Prohibitions:
  - No school employee, student, or patron may engage in bullying, cyberbullying, or harassing a school employee or student: On school property, at a school related or sponsored event, on a school bus, at a school bus stop, or while the school employee or student is traveling to or from a location or even described above
  - No school employee or student may engage in cyberbullying a school employee or student at any time or in any location
  - No school employee or student may make false allegations of bullying, cyberbullying, harassment, or retaliation against a school employee or student

Any bullying, cyberbullying, or harassment that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights (see JSD Policy AS94).

**Support** - If you are being bullied: (1) Tell the individual who is bullying to stop and that the behavior is not wanted. (2) Tell a parent or guardian. (3) Talk to an adult in the building: teacher, counselor, administrator, hall monitor, school resource officer, etc. (4) Report any serious incidents to the school office. (5) Report serious incidents using the SafeUT app.

**Consequences** - Based on the nature of the incident, students that participate in bullying, harassing, or retaliatory actions will be subject to the following consequences: Warning/parent contact, community service, in-school suspension, out-of school suspension, district level hearing, and/or referral to law enforcement.

**HOMEWORK REQUESTS:** 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.

**ILLEGAL DRUGS, ALCOHOL, AND TOBACCO:** The school recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitutes a hazard to students and is disruptive to the educational process. The following substances are prohibited at school: illegal drugs, illegal psychotoxic chemicals (inhalants), alcoholic beverages, medications in excess of an 8-hour dosage, tobacco products (including e-cigs/vapes) and paraphernalia. The possession, use, or distribution, by students of any substance listed above is prohibited on school district property during school hours and at any school-sponsored extracurricular program or activity including those held off school property. Violations will result in the strict application of Jordan School District's Drug and Alcohol Policy AS90. Consequences could include: parent contact, police involvement, suspension (up to 180 school days), removal from school, a required drug offenders/tobacco cessation class, and a required risk assessment.

**KNOWLEDGE OF AN ILLEGAL ACTIVITY:** If a student knows that some dangerous or illegal activity is going to happen or did happen, they are responsible to report it to the police or administration. This includes fighting, drugs, weapons, pornography, etc. Failure to report could lead to school consequences, suspension, and police involvement. A student filming or attending an illegal activity - even if they are not directly participating - could lead to school consequences, suspension, and police involvement. This applies to school and district activities.

**LIBRARY MEDIA CENTER (LMC):** A computer system is used to check in and out books at the circulation desk. Students are responsible to return books and materials to the LMC on time. Fines will be assessed for late returns, and students will be charged replacement costs for

lost or damaged items. Fine money is used to pay for library activities and contests throughout the year. All fine money directly benefits students.

**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.

**LOCKERS AND OTHER SCHOOL PROPERTY:** Students are responsible for respecting and maintaining all school property including textbooks, equipment, desks, chairs, lockers, etc. Students must not write on, scratch, carve, dent, or in any way deface or mutilate any school property. Students who violate these regulations could lose privileges (locker, library) and will be required to make payment sufficient to cover damages or replacement costs for damaged items. School officials reserve the right to search any and all lockers. Illegal items found in student lockers will be confiscated and police will be involved.

**LOSS OF PERSONAL PROPERTY:** Jordan School District and South Hills are 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:** Middle school students **cannot have more than an 8-hour dose** of any type of medication for personal use. “Medication” is defined as any over-the-counter pill or personal prescription and must be stored in the original container or package. **Do not share medication with anybody at school.** Students possessing more than an 8-hour dose and/or sharing prescription or over-the-counter medications with others will be in violation of district drug and alcohol policy. (See “Illegal Drugs, Alcohol, and Tobacco” section for potential consequences.) Students needing prescription medication during the school day will need to get a Request for Medication form from the attendance office, and it must be filled out and signed by a parent and physician. These medications are kept in a locked cabinet. Students may have an asthma inhaler with them.

**NON-DISCRIMINATION:** South Hills does not discriminate on the basis of race, color, beliefs, national origin, gender, disability, sexual orientation, or gender identity in any educational program or activity.

**NON-EDUCATIONAL ITEMS:** 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. Items such as portable speakers, 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 the hall or gym lockers.**

**PROFANE OR VULGAR GESTURES, LANGUAGE, PICTURES, OR VIDEOS:** Any gestures, language, pictures, video, etc. that are lewd, vulgar, gross, obscene, defamatory, or otherwise disruptive to the educational environment are inappropriate for any school environment and are prohibited. A teacher or administrator will take appropriate disciplinary action - including possible suspension from school.

**PUBLIC DISPLAYS OF AFFECTION (PDA):** Public displays of affection (such as longer hugs and kissing) are inappropriate at any school sponsored activities. Students will be warned for initial violations. Repeated violations will result in parent contact and school consequences.

**REPORT CARDS AND MIDTERM PROGRESS REPORTS:** Grades are always available on Skyward. Report cards and mid-term reports will not be printed or mailed home. They can be found on Skyward. Official transcripts and report cards may be requested from the counseling center.

**REQUIRED SUPPLIES:** Students should bring their charged Chromebook every day.

**SCHOOL HOURS:** School hours are from 8:00 AM - 3:00 PM, Monday - Thursday. The building will be open for students from 7:30 AM to 3:30 PM, Monday - Thursday. **On Fridays, school hours are from 10:00 AM - 3:00 PM. The building will be open for students from 9:30 AM - 3:30 PM.** Students are not allowed in the building before 7:30 AM or after 3:30 PM unless prior arrangements have been made with a member of South Hills' faculty or staff.

**SEXUAL HARASSMENT:** 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 (see "Harassment/Bullying" section for potential consequences).

**SKATEBOARDS, BIKES AND SCOOTERS:** Once a student is on school property they should **walk or carry** their skateboard, bike, scooter, etc. Otherwise it may be confiscated and a parent contacted to pick it up.

**SKYWARD:** Both parents and students will receive a Skyward log-in ID and password in order to view current grades, missing assignments, attendance information, and additional information. Both IDs and passwords will be mailed home at the beginning of the school year. The website for Skyward is **is.jordan.k12.ut.us**.

**STUDENT ORGANIZATIONS AND PROGRAMS:** Students at South Hills have the opportunity to participate in a variety of organizations and school programs. Information about these opportunities is shared with students and parents via morning announcements and Skylert emails. Some of the opportunities offered at South Hills include:

Computer Coding: A beginning computer coding group

National Junior Honors Society (N.J.H.S.): Belonging to the National Junior Honor Society (NJHS) 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 8th and 9th grade students have achieved a cumulative GPA of 3.8 or higher. Students may pick up an application in the spring.

Parent Teacher Student Association (P.T.S.A.): South Hills Middle School has an active Parent-Teacher-Student Association that works cooperatively in the interest of students and the school. The PTSA 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.

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

Science, Technology, Engineering, and Math (S.T.E.M.): Enrichment activities prepare students for future careers.

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.

Student Government (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 teacher 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.

**STUDENT RECOGNITION PROGRAMS:** Student recognition programs at South Hills provide an opportunity for students to be acknowledged for exemplary academics and behavior. These programs include:

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 GPA or better. Honor Roll is based on grades each quarter.

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

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

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.

Team Celebrations: Teams will celebrate student successes throughout the year.

Tiger of the Month: Students 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 Squad Cards: The Tiger Squad recognizes students who are caught performing acts of kindness for others.



**SUSPENSION:** A student who is suspended from school may not be penalized academically for non-attendance during the days of suspension. Make-up work will be provided for suspended students upon their return to school. Make-up work must be completed within the time requirements of the individual teacher. **If a student is suspended, they are not allowed on any Jordan School District grounds, nor allowed to participate in any school or district activities during the period of suspension.**

**TEACHER ADVISORY (TA):** Teacher Advisory (TA) is the first period of the day. TA provides students with a teacher advocate who mentors them academically and socially. TA also provides an opportunity to teach study skills, coping strategies, 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 (60% and above is passing) based upon completion of advisory class requirements. Students are expected to:

- Participate in all TA activities
- Attend class regularly and behave in an orderly manner
- Listen attentively to morning announcements
- Participate in reading days and come prepared with a book on reading days

**TELEPHONES:** If a student needs to use the phone, they must obtain permission from a teacher or staff member and go to the attendance office.

**THEFT:** Stealing any school or personal property at school is against the law and could result in suspension and police involvement. Games and jokes that involve being in possession of another's property without the owner's permission could be treated as theft.

**THROWING OBJECTS:** Thrown objects can cause serious accidents, injuries, and damage. Students may not throw objects in classes, hallways, common areas like the cafeteria, auditorium, or outside - including snowballs. Throwing objects may result in a referral to the administration.

**VANDALISM:** Vandalism is the destruction or defacement of school or personal property. All acts of vandalism will be investigated and appropriate action taken, including suspension, restitution for damages, and possible police involvement.

**VENDING MACHINES:** Vending machines are provided for student use before school, during lunch, and after school. Individuals using vending machines do so at their own risk. The school is unable to provide a refund for money "lost" in machines or for products that do not dispense

correctly. Students who tamper with or abuse the machines will be charged for any damage caused and may face fines, suspension, or a law enforcement referral.