

SIMON MIDDLE SCHOOL

3839 E FM 150

Kyle, TX 78640



*“Every Student Matters,
Every Moment Counts!”*

STUDENT HANDBOOK

2018-2019

Simon Middle School
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Morning Expectations

- Doors will open at 7:45am. When the temperature is less than 50 degrees and for all other inclement weather, the front doors will open at 7:30 am.
- Students must be in dress code when they enter the building. If the student is out of dress code he/she will be directed to the nurse's office and asked to change. The student may also call home and have the appropriate uniform dropped off. The student may be assigned administrative consequences as well. (*see dress code*)
- Students are to move directly to their 1st period class upon entering the building.
- Breakfast is served in all 1st period classrooms from 7:45-8:05am daily.
 - *Beginning September 4, 2018, breakfast will no longer be free for all students. We will continue to serve "Breakfast in the Classroom" each day, however, students will be charged based on their approved eligibility if they choose to eat breakfast. Reduced price for breakfast is \$0.30 and full price is \$1.35. If you have any questions or concerns, please call the Child Nutrition office at 512-268-1336.*
- Students are not allowed to be on their phones once they have entered the building, unless a staff member has directed otherwise for instructional purposes only.

Hallway Expectations

- Students will walk on the right side of the hallway.
- Students will walk with a purpose to get to their next class on time. Running is NEVER allowed.
- Food, candy, gum, and drinks (other than water) are prohibited in the hallway.
- Students must keep hands, feet, and all objects to themselves in the hallways.
- Students are not allowed to interrupt other classes during instruction.
- Student must have a pass and teacher permission when leaving the classroom.

Restroom Expectations

- Students must use their assigned grade level restroom. Students in the electives hallway will use the athletic bathrooms.
- Students must report any problems with the restroom to their teacher.
- Students must have a pass from their classroom teacher to go to the restroom.
- Students are not allowed to visit the front office, nurse, or any other area while going to or from the restroom.
- Students may not use the restroom within the first or last ten minutes of each class.

Lunch Expectations

- All students must eat lunch in the cafeteria unless they have a pass from a teacher.
- Students may choose their own table, but must be seated within the 3 minute passing period. A timer will be displayed for student reference as well.
- Students may not be on their phones or using technology during lunch unless otherwise instructed by an administrator.
- Students are required to ask permission to go to the restroom.
- Students must remain seated at their table at all times while in the cafeteria.
- Students are expected to help compost and keep the cafeteria clean.
- Students are expected to talk only to the other people at their table.
- Students are allowed to go to the front office to call home if needed.

- Students must keep their hands, feet and all objects to themselves during lunch.

Dismissal Expectations

- Car riders and students needing to pick up instruments will be released first.
- Students riding the bus will walk with their teacher in a straight line outside to the buses.
- All students must remain on the sidewalk through dismissal.
- Students must walk directly to their bus or car once outside.
- Students must walk at all times and keep hands, feet and objects to themselves.
- Students may use the phone in the front office after school.
- Front office doors lock at 4:00pm and all students must be picked up, unless they are staying for a pre-arranged and authorized after school activity.

Tutoring Schedule

- Teachers are required to offer tutoring to students on the designated days listed below.
- Students staying for tutoring must be signed up with their teacher the day before and the teacher will make contact with home to inform parents/guardians.
- All students must report to the cafeteria by 3:40pm on the day they are staying after school.
- Transportation is provided for all students staying for tutoring and students must ride the bus home. If a student is not going to ride the bus home, it must be approved by administration after a conversation with parents/guardians.

3:45-4:40pm

Monday--ELA and Science

Tuesday--Fine Arts

Wednesday--Math and Social Studies

Gameday Expectations

- All students attending a football, volleyball, basketball, and soccer event must exit the building unless they are staying for after school tutoring.
- All students attending a football, volleyball, basketball and soccer event must wait in the designated area established by administration.
- All students must have a parent with them to attend a game.
- Students who are assigned after school detention will not be allowed to attend any football, volleyball, basketball or soccer game until the detention has been served. Students may attend football, volleyball, basketball, and soccer games once they have finished serving their ASD for the school day.
- Students that are removed from ASD are not allowed to attend that day's football, volleyball, basketball, or soccer event.
- Students who don't follow school rules and expectations before/during/after any football, volleyball, basketball, and soccer game may be prohibited from attending any other games for the remainder of the year. Students on the Fee's & Fine's list may also be prohibited from attending a game.
- Students have 30 minutes after a game has ended to be picked up. Any student remaining after 30 minutes may not be allowed to attend future athletic events.

Simon Dress Code

In order to maintain student focus on learning and to create a positive, safe learning environment, our campus has a standardized dress code policy for our students. Once students enter the building, they are expected to be in dress code until they leave campus at the end of the school day.

- Student ID badges are required to be worn at all times during the school day and at all school events. The ID must be connected to the lanyard, worn around the neck, and visible at all times.
- Students may not tamper with the front of the ID badge and student information must be visible at all times.
- The first ID badge is free and will be provided to the student within the first week of school. ID replacements may be purchased daily in the library and costs \$3 for the ID only and \$5 for ID and lanyard.
- Temporary ID's must be purchased daily for \$1 until the student is able to purchase a replacement ID badge. 3 temporary ID's in 1 week will result in after school detention the following week.
- Students may not wear more than two articles of clothing of the same color in addition to the required Simon uniform.
- If a student is not in dress code, the student will be asked to change into an available school issued uniform and/or call home for a change of clothes. If the student refuses to change into the required uniform, administrative consequences will be issued.

Key notes

Principal or principal designee will use their discretion to all dress code violations and any other issues that may disrupt the learning environment. Principal or principal designee will make final decision to all dress code issues.

Tops

- Polo style shirt
 - 6th grade: red
 - 7th grade: navy blue
 - 8th grade: white
- Up to 1x1 inch logo is within dress code
- Undershirts must be white or grade-level color
- Jackets worn indoors must be solid gray, black, white, or navy and can have up to a 1x1 inch logo
- Hoodies acceptable: solid gray, black, white, navy or SMS logo and the hood may not cover the head

Bottoms

- Navy or khaki - no denim
- Skirts/shorts must be 2 inches above the knee or longer
- Pants must be pulled up to hips (no sagging)
- Leggings are not allowed
- Cut-off shorts are not allowed
- Rips, tears, holes, or designs on clothes are not allowed

Friday: School Spirit!

(Students serving ISS must wear their T-TH uniform.)

- Tops: SMS shirt, grade level polo or college shirt
- Hoodies acceptable: solid grey, black, white, navy, or SMS logo and the hood may not cover the head
- Bottoms: Jeans (blue or black only), navy or khaki pants
- Rips, tears, holes, or designs on jeans are not allowed
- In addition to dress code jackets, students may wear jackets affiliated with a college or with Hays CISD

Free Dress

- Tops must have sleeves that are at least the width of a standard-issue SMS ID and may not be off-the-shoulder or low cut.
- Clothes must be free of alcohol/drug/sexual advertisement/jokes/pictures, etc.
- Jackets may be any color, but may not be oversized
- Hoodies acceptable within free dress code standards, but hood may not cover the head
- No more than three items may be worn of the same color
- Must meet Hays CISD dress code standards

Other

- Hair bands must be worn on top of the head, not around the forehead
- Shoes must be closed toe with a back
 - No sandals or flip flops

Discipline

- Students are expected to follow all classroom rules and expectations.
- Students that are need of administrative action will be picked up from their classroom. Students should never report to the office to wait for administrator without getting approval from an administrator.

Classroom Expectations

PUNCTUAL

Come to class prepared and on time every day.

RESPONSIBLE

Follow all teacher directions and expectations immediately.

INDEPENDENT

Take pride in your work and ask for what you need.

DETERMINED

Be focused on learning.

ENTHUSIASTIC

Stay positive and respectful. Treat others kindly.

Classroom Consequences (3 Step Process)**Step 1**

- Redirect behavior
- Parent contact

Step 2

- Restorative time & student teacher conference
- Parent contact

Step 3

- Lunch detention
- Parent contact

*Possible **REFERRAL** to follow and administrative consequences will be determined.

Selling Items

- Students are prohibited from selling any items without prior approval from administration.
- Items that are approved to be sold, must be sold before/after school.

Assemblies

- Students are expected to be respectful during assemblies.
- Students removed from an assembly will be prohibited from attending any future assemblies.

Incident Reports

- Students are encouraged to report any concerns they are having involving SMS students and/or teachers.
- Students can report any issues by:
 - Filling out an incident report form. Students can obtain an incident report from the front office.
 - Filling out the [Hays hope line](https://www.hayscisd.net/hopeline) text form: <https://www.hayscisd.net/hopeline>
 - Emailing administration and/or counselors
 - Telling an adult on campus
- Students who do not feel comfortable filling out an incident report at school can write the report at home and turn it into the front office.

Bullying

- Bullying of any kind (mental, physical, cyber, written) is prohibited.
- Students may receive consequences (both through school and/or law enforcement) for bullying incidents that happen on/off campus.
- Students are encouraged to report all bullying to their parents/guardians and school administration.

Tardy Policy

Students are expected to be on time for each class. Students who are not in their classroom may be counted tardy and assigned administrative consequences.

Hays CISD Middle School Cell Phone Policy

Students may use their own technology (cell phones, laptops, iPad, etc.) to support the learning objectives in the classroom. The teacher has the final authority in his/her classroom of acceptable cell phone usage.

Student use guidelines during the school day

- Students may use their personal electronics on campus before and after school.
- Teachers have final authority in their classroom and will clearly communicate through a red or green indicator if student technology may be used during instructional time.
- Cell phones must be out of sight and silenced in the classroom unless otherwise instructed.

Violation of electronics policy

Students who violate the policy will have the following consequences.

- 1st Offense – Confiscation of the device and returned to student at the end of the day
- 2nd Offense – Confiscation of the device and returned when picked up by a parent or guardian listed on the student contact information
- 3rd Offense – Confiscation of the device, a charge of \$10 and returned when picked up by a parent or guardian listed on the student contact information. Student may also be subject to administrative consequences.
- Multiple Offenses – Confiscation of the device, a \$10 fee, picked up by a parent or guardian listed on the student contact information and disciplinary consequences.

Students who fail to surrender devices will elevate consequences immediately. Confiscated phone must be picked up by the parent or guardian listed on the student contact information.

Parent expectations

Parents can help their child support this policy, the learning environment, and our school's mission by:

- Discussing the school expectation with your child
- Picking up confiscated devices in a timely manner between 7:45 AM – 4:00 PM

Schedule Changes

Schedule changes will be deliberated on a case by case basis by campus administration and guidance counselors.

Bell Schedule

Simon MS Bell Schedule

2018-2019

Time		Period	
7:45-8:05		BIC (in 1st period)	
8:05-8:41		1st Advisory	
8:44-9:35		2nd	
9:38-10:32		3rd *ADA 10:20	
10:35-11:26		4th	
A Lunch		B Lunch	
Lunch	11:28-11:59	5th Period	11:29-12:20
5th Period	12:02-12:53	Lunch	12:22-12:53
12:56-1:47		6th	
1:50-2:41		7th	
2:44-3:35		8th	