

SIMON MIDDLE SCHOOL  
3839 E FM 150  
Kyle, TX 78640



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

STUDENT-PARENT HANDBOOK  
**2019-2020**

**Simon Middle School  
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***Our Mission***

*The mission of Simon Middle School, a diverse, pioneering community built on relationships and acceptance, is to sculpt and cultivate motivated, contributing citizens through both success and failure while broadening horizons and building confidence.*

**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 for non-compliance. (*see dress code*)
- Students are to move directly to their 1st period class or the cafeteria lines if eating breakfast upon entering the building.
- Breakfast is free for all students and served in the cafeteria from 7:45-8:05am daily.
- Students will take their breakfast from the cafeteria to 1<sup>st</sup> period to eat.
- 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.
- Student cell phone use is not permitted during passing periods.

**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. (10:10 Rule)

**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.
- 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 at a level 1 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.
- A parent/guardian bring lunch for their child to be picked up in the front office for lunch. The food items delivered cannot be shared students other than your child.
- Food delivery services may not be utilized for food drop off.

**Dismissal Expectations**

- Car riders will be released first.
- Students riding the bus will be intermediately released through a live google document displayed in 8<sup>th</sup> period classrooms.
- 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 as needed.
- 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—Wolverine Workshop**

- Teachers are encouraged to offer tutoring to students one day a week from 3:45-4:45pm.
- 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 after all bus and car riders have been released 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.

### **HAYSCISD GRADING GUIDELINES**

#### **Grading Standards – Secondary**

Hays CISD expects students to give their best effort the first time an assignment is made or a project or test is given. To ensure this quality of work, the following rules apply:

1. Teachers are required to record a minimum of one minor grade per week and a minimum of three major grades per grading period for each content area.
2. Minor grades will count for 40% and major grades will count for 60% of the overall grade for a nine-weeks grading period. All semester exam grades will count as 1/7 of the semester grade.
3. Teacher discretion may be used to determine what assignments constitute a minor or major grade, except for district-required Curriculum Based Assessments which are to be recorded as a major grade and eligible for reassessment.
4. Students have five school days from the time an assignment or test is returned to the student to receive re-teaching and to re-do assignments or take re-tests. The re-teaching, re-submitting, and re-testing within the five school days is scheduled at the discretion of the teacher.
5. Corrections made to an assessment do not constitute a reassessment. Students must participate in re-teaching prior to any assessment.
6. Students may re-submit assignments and re-test only one time per assignment. The following assignments are not eligible for resubmission: major projects and midterm, final, and benchmark assessments. Grades on benchmark assessments will be derived from material that has only been previously taught.
7. Students have two school days from the time a missing grade is posted in the grade book to make up the missing work.
8. Students may receive a maximum grade of 70 on all missing or re-submitted assignments and tests. When a re-test or re-assessment occurs, grades should be assigned in the following manner:
  - If a student scores a grade of 70-100; a grade of 70 should be entered in the gradebook
  - If a student scores a grade of 0-69; the higher of the two scores (original grade or re-test) should be recorded in the gradebook.

#### **Re-teaching and reassessment for mastery – Secondary**

Students not mastering an objective standard will have the opportunity to be re-taught and reassessed a second time. Re-teaching may occur in a variety of ways and in different settings. This may or may not be scheduled during class time, but must be pre-announced so that students may plan accordingly. The number of re-teaching opportunities such as independent practice, activities, and/or ongoing homework, depends upon the professional judgment of the teacher and are required to strengthen skills prior to a second assessment. For reassessment, the teacher may not use the same assessment to determine mastery.

#### **Late and Make-up Assignments – Secondary**

Students are expected to complete all assignments. If a student fails to complete assignments or if late assignments become a concern for that student, teachers will notify the parent or guardian and the campus designee.

1. Students will be expected to make up assignments and tests after an absence. A student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner and within the time specified by the teacher.
2. The District shall not impose a grade penalty for make-up assignments after an unexcused absence.
3. The District shall not impose a grade penalty for make-up assignments after an absence because of suspension.
4. Students may be required to attend a teacher or campus program to complete any missing and/or unsatisfactory assignments turned in after the due date for a maximum grade of 70. Non-compliance may result in disciplinary action.

5. Any assignments not completed and submitted may be given the grade of a zero.

### **Game Day Expectations**

- All students attending an athletic event must exit the building unless they are staying for after school tutoring.
- All students attending an athletic 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 athletic game until the detention has been served. Students may attend athletic 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 athletic event.
- Students who don't follow school rules and expectations before/during/after any athletic event may be prohibited from attending any other games for the remainder of the year.
- Students have 15 minutes after a game has ended to be picked up. Any student remaining after 15 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 obtained in the morning in each grade level hallway 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 or grey
- 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, navy or SMS and can have up to a 1x1 inch logo
- Hoodies acceptable: solid grey, 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 grade level uniform.)

- Tops: SMS, college or a Hays CISD high school shirt  
\*If wearing the grade level polo, students must be in regular uniform. Grade level polo and jeans is not permissible.
- 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/shorts
- Skirts/shorts must be 2 inches above the knee or longer
- 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
- Bandanas are not permitted
- Shoes must have a back
  - No sandals, flip flops or house shoes

### **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.

### Campus Expectations

#### ***PUNCTUAL***

Arrive in dress code, prepared for learning and on time.

#### ***RESPONSIBLE***

Follow directions and expectations immediately.

#### ***INDEPENDENT***

Take pride in your work and ask questions when needed.

#### ***DETERMINED***

Stay focused on learning and work hard.

#### ***ENTHUSIASTIC***

Stay positive and nice to others.

### Classroom Consequences

#### Step 1

- Redirection and Document

#### Step 2

- Student Teacher Conference
- Parent Contact

### Step 3

- Restorative Time
- Parent Contact

### Step 4

- 3-5-3 Team and Parent Meeting
- Parent Contact

### Step 5

- Office referral
- Parent Contact

### **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:
  - Telling an adult on campus
  - Filling out an incident report form. Students can obtain an incident report from the front office.
  - Emailing administration and/or counselors
- 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 are encouraged to report all bullying to their parents/guardians and school administration.
- An investigation will be conducted by school leaders in a timely manner.
- Students may receive consequences (both through school and/or law enforcement) for bullying incidents that happen on/off campus.

### **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. A student with 3+ tardies in one week will be assigned after school detention the following week to make up the time.

### **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 discretion in their classroom and will clearly communicate through a red or green indicator if student technology may be used for an instructional purpose that day.
- 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.

- 1<sup>st</sup> Offense – Confiscation of the device and returned to student at the end of the day. Students are required to show their ID upon pick up.

- 2<sup>nd</sup> Offense – Confiscation of the device and returned when picked up by a parent or guardian listed on the student contact information. An ID is required upon pick up.
- 3<sup>rd</sup> 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. An ID is required upon pick up.
- 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. A 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 Corrections**

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

**Bell Schedule**

Simon MS Bell Schedule													
2019-2020													
Time	Period												
7:45-8:05	BIC (in 1st period)												
8:05 - 8:57	1st												
9:00-9:52	2nd												
9:55-10:49	3rd *ADA 10:20												
10:52-11:44	4th												
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">A Lunch</th> <th colspan="2">B Lunch</th> </tr> </thead> <tbody> <tr> <td>Lunch</td> <td>11:46-12:16</td> <td>5th Period</td> <td>11:47-12:39</td> </tr> <tr> <td>5th Period</td> <td>12:19-1:11</td> <td>Lunch</td> <td>12:41-1:11</td> </tr> </tbody> </table>		A Lunch		B Lunch		Lunch	11:46-12:16	5th Period	11:47-12:39	5th Period	12:19-1:11	Lunch	12:41-1:11
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Lunch	11:46-12:16	5th Period	11:47-12:39										
5th Period	12:19-1:11	Lunch	12:41-1:11										
1:14-1:44	Simon Time												
1:47-2:39	6th												
2:42-3:35	7th												

A Lunch	B Lunch
6TH GRADE CORE	8TH GRADE CORE
CRAIG (7 ELA)	RAMOS (7 SS)
FIELD (7 ELA)	L. TRAVIS (7 SS)
WALL (7 MATH)	WIND ENSEMBLE
KLEPINGER (7 MATH)	HORD (L. STRATEGIES)
HARVEY (7 SCI)	ESTEVES DE KLEIN (SPAN)
MACHADO (7 SCI)	ALFORD (TEEN/HEALTH)
REYES (CHOIR)	MUSSER (THEATRE)
CORTEZ-CONCHA	SCHMITZ (ESL)
WILSON (PE)	BURGE (JOURN/WEB)
FOUNDATIONS	GONZALEZ (8 ELA)
HARTLEY (STEAM)	

***I acknowledge that I have read and received a copy of the Simon Middle School Student/Parent Handbook and am aware of the procedures and expectations for the 2019-2020 school year. A digital copy of the handbook may be found on the SMS Website under “Wolverine Zone” as well.***

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_