

Spring Hill Middle School

2011-12



STUDENT HANDBOOK

Phillip J. Wright
Principal
Reba LaFond
Assistant Principal

Guidance Counselors
Ron Johnston 7th & 8th grade
Callie Blount 5th & 6th grade

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Spring Hill, TN 37174
(931) 451-1531
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The Maury County Board of Education does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability or any other unlawful area in the operation of its educational programs and in personnel administration.

The Section 504, Title II and Title IX Coordinator and complaint manager for students for Maury County Schools is Mary Carter.
Address: 501 West 8th Street, Columbia, TN 38401.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

STUDENT NO. _____

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

All discrimination/harassment will be taken seriously and will be investigated. Should you feel you have been discriminated against or harassed, please contact Mary A. Carter, Supervisor of Attendance and Discipline or Jerry D. Wilson, Human Resource Supervisor at the Maury County Board of Education, 501 West 8th Street, Columbia, Tennessee 38401, 931-388-8403.

Filing a Complaint - Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses and
any other evidence available.

Complaint Manager for students is Supervisor of Attendance and Discipline, Mary A. Carter. Mrs. Carter may be reached at 501 West 8th Street, Columbia, Tennessee 38401. The telephone number is 931-388-8403, Ext. 110.

Video surveillance may be in use in our school facilities where privacy is not expected.(Exceptions are restrooms and dressing areas) All students who are on campus and not in their assigned location are subject to being searched.

Principal's Message

Welcome to Spring Hill Middle School, home of "The Generals." We are very excited about the 2011-2012 school year! Thank you for choosing to attend SHMS. We have great expectations for our students and school community. We know our school will be successful with your support and cooperation.

Our handbook is designed to provide students and parents with a brief overview of our school program. We have included basic school operations in this handbook. *We encourage you to read the handbook, sign it and call us if you have questions concerning school operations.* Positive attitudes and open communication lines are imperative among students, parents, faculty, and stakeholders for optimum success to be achieved at SHMS. Also, we encourage you to read the Maury County Schools' Code of Student Rights, Responsibilities, Rules, and Due Process Procedures. This publication is provided by Maury County Schools to each student, and has varied board policies concerning attendance, academics, grading, discipline, dress code, and other important student and school issues. Our school will function more smoothly if we all understand the expectations of students, faculty, and staff at Spring Hill Middle School.

We encourage students and parents to *immediately* contact the teacher/counselor/administrator if concerns arise throughout the school year. *Also, please attend parent-teacher conferences, which are provided during the school year.* If you would like to volunteer at SHMS, please call the school office. We would be happy to have you become a part of our team!

Please sign the parent/student handbook notification sheet which will be distributed during homeroom/advisement and return it to your homeroom teacher.

Once again, welcome to SHMS. We look forward working with you to ensure that all children learn.

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Spring Hill Middle School Teachers and Departments

Teacher	Room #	Grade(s)	Subject(s)	Email @k12tn.net	Extension
Anderson	209	8	Language Arts	mlanderson	7039
Berry	185	5 - 8	CDC Spec. Ed. Assist.		7036
Black	151	6	Language Arts	blackl2	7028
Bridges	212	8	Social Studies		7041
Bunch	230	7	Language Arts	corneliua1	7052
Campbell	239	8	Inclusion	campbelld2	7015
Chambers			Spec. Ed Assist		
Deschamps	234	7	Covey & Social Studies	deschampsn	7026
Fryer	134	5	Reading	fryers	7017
Garrett	148	6	7thCovey, 6th Social Studies& Drama	jgarrett	7026
Gary	153	6	Reading & Social Studies	garyj	7029
Gray	228	7	Math	gray14	7051
Gurchiek	129	5	Social Studies	egurchiek	7014
Hall	239	7	Inclusion Teacher	shall	7058
TBA	207	7 &8	Math		7040
Helms	150	6	Math	helmsa	7027
Hensley	131	5	Inclusion Teacher	hensleyc	7015
Hills	175f	5-8	Band	mhills	7075
Hoelscher	217	8	Math	shoelscher	7044
Huffstetler	225	7	Science	huffstutlerk	7049
Johnson	227	7	Reading	ajohnson	7050
Kyle	126	5-8	Girls' PE	ckyle	7012
Buchanan	168	5-8	Art		7034
Kreuzer	140	5	Math		7021
Owens	183	5-8	CDC/ Resource	ajowens	7035

Nichols	147	6	Science	nicholsd4	7025
Polk	132	5	Math	tpolk	7016
Pollard	211	8	Reading & Science	jpollard	7040
Prince	154	6	Science & Reading	sprince	7030
Robbins	137	5	Science	robbinsd	7019
Sakowicz	206	5-8	Boys' PE	msakowicz	7037
Scharsch	138	5	Social Studies & Science	jscharsch	7020
Slatton	100d/233	7	Social Studies & AD	slattonr	7054
Szablewski	220	8	Science	szablewskic	7046
Thome	135	5	Reading & Language Arts	thomej	7018
Tucker	207	7-8	Math		7038
Walton	174	5-8	Music	gwalton	7074
Wilson	127	5	Language Arts	wilsonk12	7013
Corkran	Cafeteria		School Nutrition Mgr.	scorkan	7078
Hatfield	183b	5-8	Special Ed. Facilitator	hatfielda1	7084
Pruett	181		Library & Yearbook	pruettp	7060
Scott	181		Library Assistant	ddscott	7060
TBA	120	5-8	ISS Teacher		7011
Armenia	100c		Attendance Clerk	rarmenia	7002
Willis			Spec. Ed. Assist.	bwillis	
Johnston	100e	7 & 8	Guidance	johnstonr3	7005
Blount	100f	5 & 6	Guidance	cblount	7006
Claybourne	200a	5 -8	Upper Office Asst.Discipline Clerk	tclaybourne	7062
Wright	100a		Principal	pwright	7001
LaFond	200b		Assist. Principal	lafondr	7063
Paterniti	100L		Bookkeeper	lpaterniti	7008
Reed	100		Front Office Clerk	tlreed	7000
Hendley	116a		Maintenance		7082

Vision of Spring Hill Middle School

Every student will attend and graduate from high school and be college/workforce ready.

Mission of Spring Hill Middle School

The mission of Spring Hill Middle School is to develop and prepare students academically, athletically and socially to meet the challenges of high school.

Beliefs of Spring Hill Middle School

- We believe all students can learn.
- We believe learning is a lifelong process.
- We believe all school activities should focus on developing character, citizenship, and community.
- We believe the education process is a shared responsibility with students, parents, and community.
- We believe students learn best when they are actively involved in the learning process.
- We believe that schools need to function as a Professional Learning Community where all those who have a stake in the success of students work together.

Spring Hill Middle School

2011-2012
Bell Schedule

7:35 - 7:43	Arrival to school
7:43	Warning Bell
7:45 - 8:37	1st Period
8:41 - 9:33	2nd Period
9:37 - 10:29	3rd Period
10:33 - 11:25	4th Period
11:29 - 1:00	5th period
Lunch periods	A. 11:33-11:58
	B. 12:03-12:28
	C. 12:33-12:58
1:04-1:56	6th Period
2:00-2:45	7th Period (Generals Time)HR/ Intervention

General School Operations

- School Hours (in class) for Students: 7:45 a.m. -2:45 p.m.
(Students should not be in the building unsupervised before 7:35 a.m. or after 3:00 p.m.)
- Teacher Hours: 7:30 a.m. - 3:00 p.m.
- School Office Hours: 7:00 a.m. - 3:30 p.m.
- No outside food or drink may be brought into the school

- All students must enter and exit the main (front) entrance of the building after 7:45 a.m. and before 2:45 p.m.
- During assemblies/pep rallies students will sit by class - 5,6,7,8. Homeroom teachers shall sit with their classes.
- Unserved detentions and Extended Learning Opportunities shall result in students being prohibited from participating in school functions and extracurricular activities, including but not limited to school dances, field trips, pep rallies, plays, athletic activities, etc.
- Students must leave campus or go home at the end of the school day unless they are participating in a school activity supervised by a SHMS staff member. Parents failing to see that students are picked up in a timely manner will be reported to the authorities.

Maury County Board of Education -Attendance Policy

(Board Policy 6.200)

SHMS adheres to the following attendance policies. Tennessee Department of Education Rules and Regulations, Maury County Board Of Education Policies, Tennessee Annotated, and United States Code Annotated.

The Maury County Board of Education believes that attendance is a key factor in student achievement. Therefore, all students are expected to be present each day school is in session, unless they are prevented from attending school due to one of the following:

1) Personal illness (a physician's statement may be required); 2) an illness of an immediate family member; 3) death of an immediate family member (verification may be required); 4) extreme weather conditions; 5) religious observances (observances longer than five days will require Board of Education approval); 6) circumstances which in the judgment of the principal create emergencies over which the student has no control.

It shall be the duty of the principal or the teacher of every public and non-public school to report promptly to the Director of Schools, or his designated representative, the names of all children who have withdrawn from school or who have been absent five (5) days during the school year and not necessarily five (5) consecutive days.

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school planned, school directed, and teacher supervised. Mass exodus, early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies, such as inclement weather or other unavoidable situations, unless instruction time is made up in full.

All missed class work or tests (whether from excused or unexcused absences) may be made up if the student makes the request within three (3) days upon returning to school and if class time is not taken from other students.

Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of the grading periods. The principal shall be responsible for notifying in writing the Director of Schools and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the Director of Schools and ultimately to the Board. The appeal shall be made in writing to the Director of Schools within five (5) days following the action or the report of the action, whichever is later.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Requests for students to attend school in counties in adjoining states shall be considered on a case-by-case basis.

In accordance with all state and federal acts regarding homelessness, the Maury County Board of Education shall appoint a member of the supervisory staff to serve as liaison to the homeless community. The liaison shall be responsible for administration of all laws and regulations regarding homeless students who are subject to the Tennessee compulsory attendance laws and for supervising homeless student programs funded through state and/or federal grants. The liaison shall ensure that homeless children and youth enroll in and are given every opportunity for success in school, and that such children and youth and their families receive the educational services for which they are eligible.

Procedures to Follow When Absent From School

When a student is absent all day, part of the day, or from any class, he/she must bring a dated note explaining this absence, signed by a parent or guardian. If the student has a doctor's appointment or dental appointment, the note must have the doctor's or dentist's name and the time of the appointment. The student will take the note to the front office. THE ATTENDANCE CLERK MAY VERIFY THE NOTE WITH A PHONE CALL. The note will be kept in the student's

attendance record. This note is expected the day the student returns to school. If we have not received this note WITHIN 3 DAYS, the absence will be considered unexcused. *We will NOT accept faxed doctor's/dentist's notes.*

Maury County Board Of Education Attendance (See Board Policy 4.704)

Within ten (10) days of returning to school, with appropriate documentation, the individual school administrator will excuse an absence in the following cases:

1. Hospitalization
2. Death of immediate family (3 days maximum)
Immediate family members shall be spouse, children, parents, grandparent, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.
3. Observance of Religious Holiday(s) - (Five days maximum)
4. Personal illness with physician's statement
5. This policy will not conflict with laws governing special education and 504 students

Procedures to Make-up Work Due to Absences

1. It is the STUDENT'S responsibility to complete work missed during his/her absences.
2. It is the student's responsibility to make arrangements with the teacher upon returning to school. All work will be made up at the teacher's discretion and should be made up during Generals' Time. Remember, all students must make up missed work or redo work that is not satisfactory.

Tardy to School/Class

1. A student is expected to be on time to school and to class and be seated in his/her desk in the classroom when the tardy bell rings.
2. Tardiness infractions at school are cleared at the end of the semester.
3. Five (5) unexcused tardies are addressed through an administrative conference and parent contact.
4. Seven (7) unexcused tardies result in a referral to the School Truancy Review Board.
5. Eight (8) or more unexcused tardies will be considered defiance which can lead to being suspended and referred to the Disciplinary Hearing Authority.

Procedures to Follow for Early Dismissal

1. Any student planning to leave school before the end of the school day should have a signed, dated note from the parent, including a phone number indicating where the parent can be reached and stating the reason and time (doctor's name when applicable). We will call to verify. Notes with no parent phone number will be honored at the discretion of the Attendance Clerk.
2. Students must present the note to the teacher to receive a purple slip (giving them permission to go to the attendance office).
3. The student should report to the Attendance Clerk with the purple slip and the parent note. The Attendance Clerk will determine whether the absence is excused or unexcused according to Board Policy.
4. Parents must sign students out in the sign-out book before leaving and sign the student back in if they return to the school on the same day. Students will be given a dismissal slip, which they must have before leaving. This slip must be presented to their teacher.
5. Students missing one-half (26 minutes) or more of a class are counted absent from that class.
6. Students must be present $3\frac{1}{2}$ hours to be counted present for the entire school day.
(For example: 7:45 a.m. until 11:31 a.m.)

Withdrawal or Transfer of Students

To withdraw from SHMS, contact the Guidance Office for complete instructions and a withdrawal form. All debts must be paid to the school and cafeteria, and all books must be returned to the teachers and the library before students withdraw or transfer. Students and parents are encouraged to notify the guidance office if the need to transfer/withdraw is a possibility. For continued success with the student's educational program, a conference with the guidance counselor is recommended.

HONORS TRIP

In order to qualify for the honors trip in May, a student must meet the criteria listed below for the first three nine week grading periods. Should a student qualify for the honors trip but be suspended from school after the third nine weeks is complete, that student will not be allowed to go on the honors trip.

Students must meet the following criteria each nine weeks in order to participate in the end-of-the year Honors Trip:

- 1) All academic, PE/Band/Exploratory grades must be 85 and above
- 2) 3 or fewer absences each nine weeks (extended absences will be reviewed on a case-by-case basis)
- 3) No more than 2 after-detentions
- 4) No more than 1 ISS
- 5) No Saturday Schools for discipline problems
- 6) No Out-of-school suspension or Alternative school placement

Bus Transportation

Riding a bus is a privilege offered to all eligible students. Proper conduct and cooperation are absolutely necessary to maintain an efficient and safe bus system. It is the responsibility of each student and parent to read and follow the rules of transportation as set forth by the Maury County Board of Education. These rules are posted on each bus, and parents receive a copy at the beginning of each school year. Parents are to sign and return this copy to the school at the beginning of each year.

1. The driver of a school bus may assign each student a regular seat on the bus; the student shall remain in this seat until given permission to move.
2. A student will not talk in a manner that would disturb the driver or cause confusion among the other students.
3. Students are not to carry any item on the bus that cannot be held in their lap.
4. Students are not to put arms or heads outside of the bus windows at any time, or throw anything from the bus.
5. All students must be ready and waiting at the scheduled pick-up time. Parents are responsible for supervision of students prior to boarding the bus and after leaving the bus.

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN BUS SUSPENSION.

Traffic Flow/Student Drop Off and Pick-Up

Our SRO (school resource officer) and school personnel will be supervising and monitoring the arrival and dismissal of students to and from school. All car riders must enter through the main front entrance. Parents are to use the upper drive when bringing and picking up students. Only bus drivers will use the lower drive. Bus riders will enter and exit through the double doors at the covered entrance. Parents may park along the upper entrance marked by cones when picking students up at 2:45. Students cannot be dropped off earlier than 7:00 a.m. and students cannot be checked out any later than 2:25 (Remember, students CANNOT bring in food or drink to the school. This will be confiscated and thrown in the

trash.) The speed limit on school property is 10 miles per hour. All traffic must follow the traffic flow as posted. **PLEASE, DO NOT PARK IN THE FIRE LANES! THIS IS A FIRE CODE VIOLATION. YOU ARE SUBJECT TO BEING TICKETED BY THE POLICE, BUT MORE IMPORTANTLY, IT IMPEDES THE FIRE DEPARTMENT ACCESS TO THE BUILDING!**

Handicapped Parking

Handicapped spaces are to be used only by persons issued such permits or who have been authorized by the Spring Hill Middle School administration.

Lockers

All students will be assigned a locker by their homeroom teacher. Students must use school-issued lockers. Back packs will not be allowed to be carried around in the school. They can be used to carry materials to and from school. A record of assignments will be kept in the school's main office and by the SRO (school resource officer). Students are to use the locker assigned to them. No items of value should be left in lockers. All unassigned lockers will be secured and unavailable for student use. SHMS will not be held responsible for lost or stolen articles.

Lockers are subject to search by school officials. Lockers are public property and will be checked randomly for weapons, drugs, or other illicit property. Students will be assessed for damage or defacement of lockers.

Telephone

Students having to make an EMERGENCY call will, with teacher permission, report to the Attendance Office. The Attendance Clerk will make the call. Also, we will contact students in the event of an emergency at the parent/legal guardian's request. Other personal phone calls will not be permitted unless permission is granted by an administrator.

Use of Personal Communication Devices in School

Board Policy 6.312

Students shall not possess any personal communication device, including but not limited to cellular phones or electronic pagers or beepers, inside a school building, on school buses, or during any instructional activity. Students shall not possess laser pointers or other non-educational paraphernalia, including but not limited to games, toys, cards, devices, etc., which in the judgment of the teachers and principal are not appropriate for or detract from the educational setting inside the school building, on school buses, or during any instructional activity. School administrators may develop cell phone usage guidelines for school-sanctioned activities.

Any person who discovers a student in violation of this policy shall report the violation to the principal. The device or paraphernalia will be confiscated and will be returned only to the parent or guardian of the student.

Prescription/ Over the Counter (OTC) Drugs

Students are NOT allowed to be in possession of any drug including prescription/over-the-counter drugs, unless the administration has granted written permission for emergency medications or breathing devices such as an inhaler. Parents should contact the administration for a meeting if special medical needs should be considered. A physicians' statement must accompany all special requests.

Students taking prescription/OTC medications should notify the office with a note from the attending physician/parent for OTC medications. A current phone number for the parent/legal guardian must be on file in the event of an emergency. A record of any health problem/concerns should also accompany medication(s). All medications are to be locked in the nurse's office and will be made available at the proper time during the day. An Administration of Medication Form must be completed and on file in order for medications to be disbursed. Medication Forms may be obtained from the office or the school nurse. At the end of the school year, all medications must be destroyed by the school nurse or released to the parent.

School Visitors

ALL visitors must report directly to the main office upon arrival to the campus and sign in with office personnel and obtain a Visitor's Pass. Visitors may not loiter on campus or in the school parking lot. No visitor shall be permitted to visit or attend classes with a SHMS student. Administrators may make an exception to visitors if deemed appropriate. All visitors with children are to remain in the school office unless special permission is granted by the administrator.

Guidance Services

Our guidance department is available to assist our students and parents with invaluable educational information. Please contact the guidance secretary for an appointment with the guidance counselor. The guidance office is available to help with the following:

1. Personal Inventory - School records, information on academic achievement and test results.
2. Counseling - Conferences with students about educational, vocational, or personal problems.
3. Informational Services - Information about schools and colleges, occupations and careers, financial aid, etc.
4. Individual Program Planning - Assistance in selection of appropriate middle school courses.
5. Testing Programs- TCAP, Explore, and the Writing Assessment

CODE OF STUDENT CONDUCT

Any organization, whether it is school, club, or the government, must have rules or guidelines under which it operates for the mutual good of that organization. We are listing some simple policies of conduct, which, if followed, will make your year at Spring Hill Middle School more pleasant. Most of these policies are just common sense policies that will result in our being a better school. We ask that you cooperate by observing good student conduct.

APPLICATION OF THE CODE OF STUDENT CONDUCT

This code of Student Conduct shall apply equally to all students, grades 5-8th. The provisions of this code shall be enforced in a fair, equitable, non-discriminatory manner, and shall apply to student behaviors on school property at anytime during, before, or after school hours; at all school-related events; and in all phases of pupil transportation.

This Code, adopted by the Maury County Board of Education, shall be furnished to every administrator, staff member, and student.

The Code of Student Conduct is not intended to include every responsibility of school personnel as specified by state law and local Board policy; neither is it intended to address, specifically, every possible behavior which may occur in the school setting. Additional individual school rules and procedures covering minor infractions and their consequences shall be considered not only desirable, but also necessary, in fully administering the provisions of the Code. However, such rules and procedures should not replace nor contradict the stated provisions of the Code.

RIGHTS AND RESPONSIBILITIES

In order for students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand, and that while students may have constitutionally guaranteed rights as citizens, they may exercise those rights only as long as they do not violate the rights and responsibilities of others, including the right of others to learn and the responsibility of adults to educate.

Parents, guardians, teachers, and administrators also have rights, but also have corresponding responsibilities in the educational process. Responsibilities then become the foundation upon which individual rights become meaningful and effective.

STUDENT RIGHTS

STUDENTS have the right to the following:

1. An appropriate public education, which maintains high educational standards and meets the needs of individual pupils.
2. Reasonable and timely notice of the Code of Student Conduct which sets forth all rules, regulations, policies, and penalties, to which they may be subjected.
3. Physical safety.
4. Consultation with teachers, counselors, administrators, and other school personnel.

5. Free election of their peers in student organizations.
6. Participation in school activities with respect from other students and school personnel, regardless of their race, creed, sex, age, national origin, economic status, or handicap.
7. Presentation of complaints or grievances to school authorities and receipt of authoritative replies from officials regarding the disposition of their complaints or grievances.
8. Due process as provided by law.
9. Academic grades, which they have earned. Points shall not be taken off students' grades as punishment.

STUDENT RESPONSIBILITIES

STUDENTS have the responsibilities to do the following:

1. Be familiar with and abide by the Code of Student Conduct which sets forth school rules and regulations,
2. Maintain acceptable conduct at all times,
3. Display consideration for the rights and property of others,
4. Dress in a manner that is not detrimental to the normal progress and orderly operation of the school,
5. Maintain proper hygiene at all times,
6. Abstain from the possession, use, or sale of unauthorized substances including alcohol and non-prescription drugs, (Such items will be confiscated and the discipline policy will be implemented.),
7. Abstain from the possession and/or use of weapons or dangerous instruments,
8. Refrain from acts of forgery, vandalism, arson, false alarm of fire, or bomb threat,
9. Abstain from physically attacking any school employee,
10. Refrain from physically attacking or fighting classmates,
11. Be in attendance and on time for all regularly scheduled classes and have all necessary books and materials,
12. Refrain from acts of truancy such as being absent without permission from school and/or class,
13. Show respect for school authority and regulations by avoiding all acts of defiance, disobedience, and impertinence,
14. Abstain from possession or use of tobacco products. (Such products will be confiscated.),
15. Abstain from gambling or possession of gambling devices, extortion, theft or any other unlawful activity. (Such gambling devices will be confiscated.),
16. Complete all homework and class work in accordance with the teachers' instructions,
17. Represent the truth in all school matters, including giving his or her name to school personnel when requested,
18. Refrain from cheating on all academic activities, (Giving or receiving information on a test or copying or permitting another student to copy homework will result in a grade of zero on the test or homework and further punishment.),
19. Avoid the use of verbal abuse with all persons within the school setting,
20. Refrain from the harassment of fellow students and/or school personnel,
21. When being Harassed or Bullied, it is important to **tell someone. "Importance of Telling"**
22. Practice proper safety procedures while using the building facilities,
23. Show respect for the educational process by taking advantage of every opportunity to further their education,
24. Exhibit respect of others' opinions by refraining from rudeness or inappropriate language,
25. Refrain from leaving school grounds prior to dismissal for the day,
26. Practice self-control, including show of physical affection,
27. Abstain from any form of disruptive classroom behavior,
28. Conduct themselves on the school buses in accordance with rules governing safety and school conduct in general,
29. Refrain from having pornographic material (Such material will be confiscated.),
30. Abstain from hazing other students at school or school activities. (Any disruptive behavior, initiation or dress that detracts from the educational process is defined as hazing.),
31. Leave audio or visual devices at home unless authorized in writing by the supervising teacher (Unauthorized items will be confiscated.),
32. Show respect for school property at all times (Cost of repair or replacement of any object damaged or defaced will be the student's responsibility.),
33. Move along at a reasonable speed in the hallways (No loitering),
34. Not loitering in the restrooms,
35. Not loitering in the parking lots before or after school.

DETENTIONS

Detentions are served during Generals' Time or after school. Failure to do so will be considered defiance of

authority. Students assigned detentions will be reported to the discipline clerk and administration. The Homeroom teacher will communicate to students when they are to serve detention. When the bell rings for *General Time*, students assigned detention must report to detention room before the tardy bell rings. If a student is late, the detention is doubled.

RULES FOR DETENTION HALL

- Students must be in dress code.
- Do school work or copy pages from the student handbook.
- Do not communicate with other students through notes, gestures, or talk.
- Sit up straight.
- Do not sleep.
- Do not bring drinks or food to detention. No chewing of any kind is permitted.
- Cooperate fully with the person in charge.
- Do not get out of the seat during detention.
- Be on time. Students who are late will receive further disciplinary action.

All school rules and policies are in effect during detention.

In-School Suspension

In-School Suspension (ISS) may be assigned by the administration for inappropriate student conduct. ISS is held all day. Students assigned ISS must report to the ISS room before 7:45 a.m. Students must bring all books and assigned work to ISS. If ISS is assigned to a student, parents will be notified by phone or mail, or during a parent-administration meeting.

RULES FOR ISS

Be in dress code.
Complete assignments thoroughly.
Refrain from communicating with other students.
Sit up straight.
Refrain from sleeping.
Food and drink prohibited.
Cooperate fully with the supervising teacher.
Remain seated at all times.
Late students will have to serve additional time
All school policies are in effect.
Additional policies provided by supervising teacher.

Student Searches

All students who are on campus and not in their assigned location are subject to being searched.

Maury County Board of Education - Dress Code Policy 6.310

Acceptable Attire in Maury County Schools

- Pants, shorts, Capri pants, skirts, skorts, jeans, or jumpers in the colors of navy blue, black or any shade of khaki.
- Shirts with short or long sleeves and a collar (polo, dress-style with buttons, or turtle neck), in the solid colors of white or navy blue.
- All shirts should be properly buttoned and tucked inside of pants, shorts, skorts, or skirts.
- Individual schools may designate up to four additional colors for acceptable styles of shirts. SHMS's four additional solid colors are **Maroon (school color), Black, Gold and Gray**.

- No clothing shall be modified.
- School-sponsored shirts may be worn.

General Requirements

- The Standard School Attire policy will be in effect during the school year, intersession, and the summer program.
- Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, capri pants, skorts, jeans, or skirts must fit at the waist and must not sag or bag. Sagging is defined as bottom wear being worn below the waistline. Bagging is defined as bottom wear being worn not size appropriate.
- No writing is allowed on clothing except logos or manufacturers' trademarks which may be no larger than two inches. Authorized school logos are permitted.
- All clothing must be hemmed. No drawstrings, cutoffs, or rolled-up cuffs are allowed on pants, capri pants, shorts, or skorts.
- Appropriate clothing must cover the student from the shoulders to three inches above the knee.

Bottom Wear

- Full-length pants, cropped pants, and straight-legged capri pants are permitted. Pants, capri pants, and shorts must be dress style or casual-dress style (e.g., Dockers®). Jeans and/or pants must be straight-leg or boot cut.
- Pants, shorts, skirts, and skorts with elastic waistbands must be worn at the waist and do not require a belt. All other pants, shorts, skirts, and skorts must be worn at the waist, and those with belt loops must be worn with a belt.
- Shorts, jumpers, dresses, skirts, or skorts must be no shorter than three (3) inches above the top of the knee.

Top Wear

- Dresses or shirts with short or long sleeves and a collar (polo, dress-style or turtleneck) in the district-or school-approved solid colors are acceptable.
- All blouses and shirts should be properly buttoned and tucked inside pants or skirts. Chests and midriffs must be covered.
- T-shirts with or without sleeves must be worn as undergarments. They must be solid white, navy blue, maroon (school color), black, Vegas gold, or khaki tan and may not display any writing, pictures, or images.

Foot Wear

- Standard Footwear (shoes, boots, athletic shoes, and sandals with or without a thong between the toes) may be worn.
- House shoes or skate shoes will not be allowed.
- Laces on shoes or sneakers must be tied.

Additional Clothing

Single blazers, suit jackets, vests, crewneck sweatshirts (with no pockets), cardigans, windbreakers or light jackets are permitted as garments that may be worn over the Standard Attire top. These garments must be sized according to the General Requirements section of this policy and must not extend below the hips. The garments must also be in one of the district-or school-approved colors and must be worn over a shirt with a collar.

Special Situations

- Schools may develop and promote special dress for students at the discretion of the school administration (i.e. Homecoming, School Spirit, etc.)
- If a student cannot comply with the standardized dress code base on religious beliefs or medical reasons, his or her parent or guardian may write a letter explaining the situation to the school principal with a copy to the Director of Schools. Approval or denial will be determined on an individual case-by-case basis.
- Principals will have the authority to approve occasional variation from the Standard School Attire for particular groups of students. For example, athletic team members or cheerleaders may wear their sleeveless tops layered over an approved school shirt. Members of school clubs or students involved in a school-sponsored activity may wear school-sponsored apparel on days designated by the principal. Such

attire will be tucked in at the waist whenever practical as determined by the principal. Standard attire pants, shorts, shirts, capri pants or skorts must be worn at all times.

Standard School Attire Prohibitions

- "Cargo" shorts or pants, or hooded garments are not permissible. This restriction does not apply to after-school activities such as athletic events.
- Blouses or shirts without buttons along the front opening are not acceptable as the primary Standard Attire shirt.
- No bare midriffs are allowed, and tops will not reveal cleavage.
- Ripped, cut, or torn clothing is prohibited. In addition, no see-through or clothing with holes may be worn.
- Coats may be worn entering or exiting the building. Coats shall not be worn in the classroom during the day. The administration will announce exceptions to the guidelines if facilities indicate the need.
- Logos or manufacturers' trademarks with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related or constitute racial or ethnic slurs may not be worn.
- Writings, symbols, or logos may not be vulgar, obscene, or disruptive to the school environment or derogatory to any individual or group (Including but not limited to scrolling belt buckles).
- Chains, spiked accessories and belt buckles with concealed weapons are not permissible. Belts may not hang down as a "tail" from the belt loop.
- Any type of clothing or personal item bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or other wording, drawing, pictures, logos, etc., which in any way can be interpreted as being suggestive, obscene, or offensive, such as references to death, the occult, Satanism, etc., is not allowed.
- "Gang" related slogans, names, apparel, etc. are not allowed.
- All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow, etc.) spiked hair or Mohawk will not be allowed. * Feathers in hair is NOT allowed.
- Hats, bandanas, hoods worn on the head, sweatbands, curlers, rollers, gloves, and sunglasses will not be permitted except for medical reasons.
- Jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing jewelry or accessories are not allowed except to the ears.
- Extreme facial makeup that is disruptive to the educational environment will not be allowed.

Standard School Attire Provisions

- Approved head coverings worn as a part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Students dressed inappropriately will be subject to disciplinary consequences as per board policy 6.300.

Discipline

It is our intention to provide a safe and orderly environment, which enhances academic achievement. It is our expectation that all students demonstrate traits of self-respect, self-control, responsibility, and cooperation.

Discipline management will utilize the In-School Supervision (ISS) System to help ensure fairness and consistency. Students may be assigned ISS for behavior/violation of school rules, such as disturbing class, tardy, etc. Students with many office/ISS referrals may be subject to suspension and referred to the Disciplinary Hearing Authority.

Please retain and read the Maury County Disciplinary Code, which has been provided for your child. Also, please sign the front page stating you have received this booklet and have your child return this notification page to their homeroom teacher.

Following is the Maury County Secondary School Discipline Plan. We will adhere to this policy. Please familiarize yourself and your child with this discipline plan.

Maury County Secondary School Discipline Plan (Board Policy 6.300)

Note: It is understood that every offense must be investigated and that the nature and severity of the offense must be taken into account. It is therefore important to note that the principal/assistant principal, with proper documentation, has the authority to alter the sequence of actions according to the facts in evidence in each case.

The following offenses do not clear and are tracked the entire school year except as noted...

Assault on a Student:

Suspend and refer to Disciplinary Hearing Authority

Bullying/Harassment of Students

1st offense: Counseling/conference, 1 Extended learning, parent contact

2nd offense: 1 In-school Alternative Setting

3rd offense: Suspend and refer to Disciplinary Hearing Authority

Bus Misconduct

The same rules of conduct apply on the bus as in the school or classroom. The same consequences will apply for misconduct on the bus as misconduct in the classroom, with the additional consequences as listed below. The nature of the offense may result in more severe consequences on the first offense. The safety of all children on the bus is the primary concern. Consequently, all students are expected to behave accordingly.

1st offense: Warning, parent conference, behavior plan, and bus probation

2nd offense: Administrative Conference, parent contact, Bus suspension for 3 days

3rd offense: Administrative Conference, parent contact, Bus suspension for 5 days

4th offense: Administrative Conference, parent contact, Bus suspension for 10 days

5th offense: Administrative Conference, parent contact, Suspension from bus for the remainder of school year

Cheating & Forgery:

1st offense: Extended Learning, complete an alternative assignment, parent contact

2nd offense: In-School Alternative Setting, complete an alternative written assignment, parent contact

3rd offense: 2 days of In-school Alternative setting and alternative written assignment

4th offense: Complete alternative assignment and refer to Disciplinary Hearing Authority

Cutting Class and/or Leaving School without Permission/Hooky:

1st offense: Administrative conference, parent contact and/or Extended Learning

2nd offense: Extended Learning or In-School Alternative setting

3rd offense: Refer to Truancy Review Board and Parent Contact, 2 In-school Alternative settings

4th offense: In-school Alternative Setting and Referred to Disciplinary Hearing Authority

Damage, Destruction of Theft of School or Private Property:

1st offense: 1 extended learning, 1 In-school Alternative Setting, payment for damage or loss, parent conference, behavior plan

2nd offense: 2 extended learning, 1 In-School Alternative Setting, payment for damage or loss, parent contact

3rd offense: Suspend and Refer to Disciplinary Hearing Authority

Defiance of Authority:

1 st offense	1 - In-school Alternative Setting, parent contact
2 nd offense	2 - In-School Suspension
3 rd offense	3 days Out-of-School Suspension
4 th offense	Suspend and refer to Disciplinary Hearing Authority

Dress Code Violation:

1 st Offense:	Parent contact, Appropriate clothes brought, Behavior Plan, In-School Alternative Setting if no clothes brought
2 nd Offense:	In-School Alternative Setting, Review behavior plan
3 rd Offense:	2 days In-school Alternative Setting
4 th Offense:	3 days Out-of-School Suspension
5 th Offense:	Suspend and refer to Disciplinary Hearing Authority

Disruption & Interference with School:

1 st offense:	Extended Learning
2 nd offense:	1 In-School Alternative Setting
3 rd offense:	2 In-School Alternative Settings
4 th offense:	3 Days Out-of-school Suspension
5 th offense:	Suspend and Refer to Disciplinary Hearing Authority

Drinking, possession, or distribution of an alcoholic beverage.

Suspend and refer to Disciplinary Hearing Authority

Excessive Absences:

5 unexcused:	Letter sent to parent/guardian
7 unexcused	Referral to School Truancy Review Board
9 unexcused:	Referral to District Truancy Review Board
12 unexcused:	Petition to Juvenile Court

Fighting: Students fighting in school/bus will be transported to the Juvenile Detention Center and Parents will be required to pick up their child and pay a fine.

1 st offense:	3 days out of school suspension/Parent Conference/Behavior Plan, School may petition to court
2 nd offense:	5 days out of school suspension/Parent Conference/Referral to counselor, Family Resource Center, school may petition to court
3 rd offense:	Suspend and Refer to Disciplinary Hearing Authority

Gambling or Possession of Gambling Material

1 st offense:	Extended Learning, parent contact, behavior plan
2 nd offense:	Extended learning, parent contact
3 rd offense:	1 In-School Suspension
4 th offense:	Suspend and refer to Disciplinary Hearing Authority

Gang Gestures, Symbols, Literature, Colors, Drawings, Signs, Jewelry, Apparel, etc...

1 st offense:	Parent Contact, 1 Extended learning
2 nd offense:	Administrative Conference, Parent Contact, In-school Alternative Classroom
3 rd offense:	In-school Alternative Setting or Extended learning
4 th offense:	Suspend and Refer to Disciplinary Hearing Authority

Making false allegations against school employees/SRO

1 st offense	Parent conference/Administrative conference/Extended learning
2 nd offense	In-School Alternative setting
3 rd offense	3 days of Out-of-School Suspension
4 th offense	Suspend and Refer to Disciplinary Hearing Authority

Students shall not possess or use any personal communication device or other non-educational paraphernalia inside a school building, on school buses, or during any instructional activity.

1 st offense:	Administrative Conference, Parent Contact, (confiscation not less than two weeks)
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- 2nd offense: Administrative Conference, Parent Contact, (confiscation not less than 4 weeks)
 3rd offense: Administrative Conference, Parent Contact, Extended Learning or In-School Suspension and confiscation for remainder of the school year

Possession of Over-the-Counter Drugs

Suspend and refer to Disciplinary Hearing Authority. Possession of any prescription drug will be considered a zero tolerance offense.

Possession of a weapon(s), dangerous instrument, or use of an object as a dangerous instrument

Suspend and refer to Disciplinary Hearing Authority.

Rude and disrespectful behavior:

- 1st offense: Extended Learning
 2nd offense: 1 In-School Alternative Setting
 3rd offense: 2 In-School Alternative Settings
 4th offense: 2 days Out-of-School Suspension
 5th offense: Suspend and refer to Disciplinary Hearing Authority

Sexual Misconduct

- 1st offense: 1 In-school Alternative Setting, Parent Contact, Behavior Plan
 2nd offense: 1 In-school Alternative Setting, Parent Contact, 2 Extended Learning
 3rd offense: 3 days out of school suspension, Parent conference
 4th offense: Suspend and refer to Disciplinary Hearing Authority

Tardiness to school: Infractions for tardiness clear at the end of the semester.

- 3 Unexcused: Administrative Conference, parent contact
 5 Unexcused: Referral to School Truancy Review Board
 7 Unexcused: 1 extended learning
 9 Unexcused: 1 In-school Alternative Setting
 10 Unexcused: Refer to District Truancy Review Board
 12 Unexcused: Suspend and refer to Disciplinary Hearing Authority

Threat of assault/harassing school employee, SRO, or students:

Suspend and refer to Disciplinary Hearing Authority

Tobacco Use or Possession

Principal or School Resource Officer (SRO) must write a citation, per Tennessee Code Annotated 39-17-1505.

- 1st offense: 1 Extended learning, parent contact, behavior plan
 2nd offense: 2 Extended learning, parent contact, behavior plan
 3rd offense: 2 days out of school suspension, parent conference
 4th offense: Suspend and Refer to Disciplinary Hearing Authority

Using profane, vulgar or obscene words, gestures, or other actions that disrupt school operations. (Profanity directed toward a teacher could be considered rude and disrespectful behavior and/or defiance of authority.)

- 1st offense: 1 Extended learning, parent contact
 2nd offense: 1 In-school Alternative Setting, parent contact
 3rd offense: 2 Extended learning, parent contact
 4th offense: 3 Extended learning, parent contact

Zero Tolerance Offenses (Tennessee Code Annotated 49-6-3401)

- (1) Possession of Firearm Expel for (1) calendar year for each violation
 (2) Possession of drugs/drug paraphernalia Remand to Alternative School for One (1) calendar and/or year

(for each violation)

- | | |
|--|--|
| (3) Assault on school employee/School Resource Officer (SRO)/Student | Remand to Alternative School for One (1) calendar year
(for each violation) |
| (4) Bomb Threat | Remand to Alternative School for One (1) Calendar year
(for each violation) |

Library Rules and Usage

We encourage use of the library for educational enhancement. Our librarians can provide you with excellent resources to assist with research and class assignments. Please utilize the educational tools available. The library will be open during the day and fifteen minutes before and after school for students to check out and return books. Students will also be visiting the library during the school day with various classes throughout the year. A student may check out three books at one time, and those must be returned (or renewed) within two weeks. Students failing to return books will be encumbered at grade report time and may be required to pay overdue charges.

Lost/Damaged Books

1. Procedures: Lost or damaged beyond repair, the following reimbursement schedule shall be used as a guide for collecting those books damaged beyond repair:

Condition: A. 1-2 years old..... 90% of original cost
 B. 3 years old..... 75% of original cost
 C. 4 years old.....50% of original cost
 D. 5+ years old35% of the original cost

2. Books issued normally last a 6 to 12 year period. Students having books that have been willfully damaged due to neglect will be charged a mending cost of 20% or $\frac{1}{2}$ the original cost of the book for each year of service lost.
3. After determining that the student has lost or damaged a book, the student and parents will be notified of the cost of the book(s). The principal may include with the notice a provision stating that failure to pay for the book(s) within a reasonable time may result in the imposition of one or both of the following sanctions:
 - A. Refusal to issue any additional books until payment is made.
 - B. Withholding of all grade cards, diplomas, or transcripts until payment is made.

Cafeteria Policies

1. All students have a daily lunch period of 30 minutes.
2. Our school offers a breakfast program. Breakfast is \$1.50 for a 3-4 item breakfast. Students who participate in breakfast must purchase a breakfast. Students are to sign out in the bus room in order to participate in breakfast. Breakfast ends at 7:40 a.m. and students must be in their classes by 7:45 a.m.
3. All students are assigned a 5-digit (lunch) code number. Students may prepay for lunch each Monday. Lunch is \$2.60 a day for a 3-5 item lunch. Checks must be deposited in students' lunch accounts. No change will be given when paying with a check.
4. Students enter serving areas for selection. Students who choose not to eat may not go to the serving areas. They must remain in the dining area with their lunch group. Students are not to wear jackets into the serving areas.
5. Students must select from three of five selections: bread, meat, milk, juice, fruit and vegetable. Students may purchase a-la-carte items at individual prices.

6. Lunches brought to school must be eaten in the cafeteria.
7. A monitor is in the dining area at all times. If a student's dining expectations are not met, the student will be assigned a seat for an extended period of time.
8. Free and reduced price meals are available for students who meet certain criteria. Applications may be obtained at the Central Office at 501 West 8th Street, Columbia, TN 38401, and should be returned to the Central Office as soon as possible.
9. Students may charge a maximum of one day. No student will allowed to charge school meals during the month of May until the end of the school year to allow for collection of unpaid balances.
The following is the procedure of charging a school lunch:
Procedure: Students who need to charge must report to the school office to secure a lunch charge ticket. They may do this before school or during the first class break. Charges must be paid the following school day.
10. **Students are to remain in the dining area the ENTIRE time during their lunch period.**
11. Students are NOT permitted to bring food into the cafeteria from any type of other eating establishments (i.e. McDonalds, Sonic, and Burger King).

Breakfast Prices (2011-12)		Lunch Prices (2011-12)	
Grades 5-8	\$1.50	Grades 5-8	\$2.60
Reduced Breakfast	\$0.30	Second plate (student)	\$3.10
Staff Breakfast	\$2.00	Staff	\$3.10
Visitor: Adult (min)	\$2.50	Visitors (adult)	\$3.75
		(child)	\$3.00
		Reduced Lunch	\$0.40
		Holiday Meals for visitors	(\$5.00 - \$7.00)

Lunch prices are subject to change and notice will be given at the beginning of the school year.

PTSA

- The Parent/Teacher/Student Association Membership Fee - \$5.00 Students, \$10.00 Individual, \$15.00 Family
- **The PTSA Goals are:**
 - To support the commitment of maintaining educational excellence
 - To Increase PTSA membership and encourage parental involvement
 - To increase communications with parents
 - To be a visible presence at school events
 - To provide education seminars
 - To increase awareness and usage of e-mail and electronic newsletters
 - To increase public awareness
 - To increase volunteer opportunities for stakeholders
 - To supply funding for programs, activities and material

Clubs and Organizations

- Art Club
- Drama Club
- **Math Club**
- Fellowship of Christian Athletes
- Book Club
- Student Council
- Yearbook Staff
- Drug Free Clubs of America
- Life Group (Fitness Club)
- Science Olympiad
- Band
- **Pep Club**

- **Trap Team**

Clubs and organizations may be added to accommodate student interests.

Yearbooks

SHMS Yearbooks may be purchased by going to Jostensyearbooks.com or by calling 1-866-282-1516. For further information, contact Pam Pruettt at pruettp@k112tn.net.

School Pictures

"School-Day" pictures will be taken in the fall (these will be used in the yearbook), and in the spring. Students may purchase picture packets in advance (information will be sent home with each student prior to picture day), or students may place orders directly to Lifetouch using an order form that will be attached to the proofs, which will be sent home approximately three weeks after picture day. Spring pictures will be taken in the spring. These are not used in the yearbook. They can be purchased in the same manner as fall pictures. More information may be obtained by going to Lifetouch.com. For further information, contact Pam Pruettt at pruettp@k112tn.net.

8th Grade Superlatives

Eighth graders nominate and elect superlatives at the end of the first semester. The eighth-grade student body will be notified of policies prior to superlative elections.

To be eligible, a student must be a rising eighth grader, a full-time student and maintain a full-time status throughout the school year. Students who have been suspended as eighth graders are not eligible. Many students qualify for leadership roles in our student body. In an effort to recognize the positive qualities of our students, each student can hold only one superlative position. In the event a student is elected to more than one superlative position, that student will be asked to choose only one of the positions. This will be done without the knowledge of number of votes.

Eligibility Rules for All Spring Hill Middle School Athletes

A summary of TMSAA eligibility rules is provided for your information. Read these rules carefully and be sure that you understand them.

Spring Hill Middle School Athletic Policy

Spring Hill Middle School coaches and administrators believe that athletic participation provides a wealth of opportunities and experiences which assist students in personal growth. We are concerned with the educational development of our students through athletics and recognize that a properly managed, well-organized athletic program meets with the student's needs for self-expression, mental alertness and physical growth.

Interscholastic athletics is a privilege that must be earned. A student who elects to participate in athletics is voluntarily making a choice. With this choice comes responsibility for self-discipline, good training habits, sound judgment, and positive citizenship. SHMS has outlined rules and regulations for the purpose of stressing to student-athletes their need for physical, mental and emotional maturity in conjunction with a positive school image.

The following is important information to all students (and their parents) who are considering participating in any school athletic program here at Spring Hill Middle School. Individual team rules and procedures may vary somewhat, but should fall within the general policy guidelines of the school.

Behavior Code

- Treat others as you want to be treated.
- No smoking or use of smokeless tobacco.
- No drinking of alcoholic beverages.
- No illegal drug use; avoid socializing with those who use illegal drugs.
- There should be no profanity or outward displays of temper during practice or games.
- Disrespect to coaches will not be tolerated.
- Treat all teachers and administrators with respect.
- Student-athletes are expected to exhibit only positive behaviors on behalf of Spring Hill Middle School.

Grades and Attendance

The SHMS Athletic Department and the TMSAA promote the idea that academic progress, based on good attendance, is the prime motivation of all students.

- A student-athlete must comply with all the rules set forth by the Tennessee Middle School Athletic Association (TMSAA) governing attendance, enrollment in and passing of subjects, age, and residency of the athletes and their families.
- In order to participate in a contest or practice, the student-athlete must have been in attendance at school that day or received prior approval from the principal or athletic director. The player will give information concerning the absence to the coach prior to the absence. Examples of acceptable absences are sickness, funeral, court, doctor's appointment, school business, or any circumstance deemed appropriate by the school administration.
- Students who purposely skip class or school will be suspended from play for one game for the first offense and suspended from the team for the second occurrence.
- Athletes who have been suspended from school may not play or practice while under suspension. Upon an athlete's second suspension during the school year, the athlete is ineligible to participate in any sport for the remainder of the calendar year.

Criminal Activity

An athlete's involvement with legal authorities may reflect activities that are contrary to team training rules and/or to the positive school image.

- Upon being picked up by the police, school officials should be notified by the student or parent/guardian within 24 hours of the incident. All incidents of the nature reported by the student or parent/guardian within 24 hours will result in suspension from the team. The incident will be reviewed by the administration for possible action.
- Upon conviction of a crime, the athlete will be suspended until further review.
- Any violation of the athletic policy during the summer break is subject to enforcement at the beginning of the student's first athletic season the following school year.

Sportsmanship

Conduct of fans/parents can adversely affect team performance and progress. Critical, profane, or derogatory remarks should not be made to the officials, opposing fans, coaches, or players of either school. While SHMS may be fined by the TMSAA for such conduct, it is our position to clearly state that this behavior is highly inappropriate and those choosing to participate or demonstrate unsportsmanlike conduct will be prohibited from attending SHMS sporting contests.

Other

The TMSAA states that every player must take and pass a physical after May 1st in order to practice or play athletics the following year. This physical must be on file in the athletic director's office along with a parent permission slip and proof of insurance. We must have your insurance carrier's name and your policy number. SHMS is not responsible for medical bills incurred by athletes in contests or practice.

An athlete who quits a team after being placed on the eligibility roster of that team may not participate in tryouts, practice, or contests of another sport until the season of the first sport is concluded.

Sport	Coach	Email (@k12tn.net)
Football	Nick Deschamps	deschampsn
Girls' Soccer	Megan Anderson	mlanderson
Boys' Soccer	Michael Tucker	
Baseball	Matt Sakowicz	msakowicz
Softball	Amy Helms	helmsa
Volleyball	Cheri Kyle	ckyle
Cross Country		
Track	Nick Deschamps	deschampsn
Girls' Basketball	Megan Anderson	mlanderson
Boys' Basketball	Donnie Chambers	
Cheerleading	Michelle Berry	dmberry

Strength Coach	Nick Deschamps	deschampsn
Band Director	Meagan Hills	mhills
Athletic Director	Rex Slatton	slattonr
Booster Club President	Amanda Springer	

Academics

Grading System

In grades 3-12, the grading system shall be expressed by the letters value A, B, C, D, and F.

Uniform Grading System					
Grade	Scale	Percentage Range		Weighting for Honors Courses and National Industry Certification	Weighting for Advanced Placement and International Baccalaureate Courses
		A	4.0	93	100
B	3.0	85	92		
C	2.0	75	84		
D	1.0	70	74		
F	0	0	69		

Section 504

It is the policy of the Maury County School System to provide a free and appropriate public education to all handicapped students within its jurisdiction, regardless of the type of handicap or its severity.

Students who are handicapped consistent with the definition set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instructions and education services. If a parent/legal guardian thinks his/her child has a handicap, which affects his/her education, he/she should contact the 504 designee.

The Section 504 contact person for Maury County Schools is Mary Carter: (931) 388-8403, ext. 142 or 136.

Graduation Exercises

Spring Hill Middle School honors the graduates and their parents with formal exercises. These ceremonies are conducted with dignity, and all involved are expected to show the respect due the occasion. Graduation practice(s) will be held before the ceremony.

Taking part in the closing ceremonies is considered a privilege rather than a right. It is possible to be denied participation in these ceremonies in the event a student's behavior does not merit him/her this privilege or the student has not met all graduation requirements.

