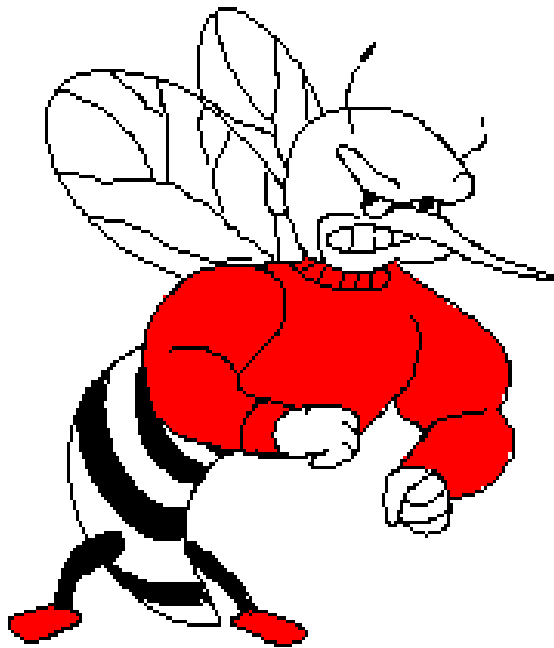


SPRING HILL SCHOOL

2022-2023



Home of the Hornets

84 State Route 188
Trenton, TN 38382

Phone: 731-483-4489

Fax: 731-330-1011

Website: <http://shshornets.org>

Mrs. Jenifer Clark-Principal

Mr. Eddie Pruett, Director of Schools

PRINCIPAL'S MESSAGE

It is an exciting new year for us here at Spring Hill. All the faculty and staff here at Spring Hill want to first welcome everyone back and if you are new, we

want to you to feel at home. SHS continues to work hard to provide all of our students with the education they deserve. We know that every day is a stepping stone that leads our children to their path in life. We want to be a positive influence for that path. The community and parental support are of the most unique attributes for our school and we all know we could not succeed without it. We are thankful for the opportunity to be a part of each child's life here and we are all so excited to have another year with them.

Jenifer Clark
Spring Hill School Principal

MISSION STATEMENT

The mission of Spring Hill School is to teach students of today the required state standards to prepare them for secondary educational success.

VISION STATEMENT

The vision of Spring Hill School is to mold well-rounded individuals who are equipped with the knowledge and skills necessary to meet the demands of their ever-changing world.

BELIEFS

We at Spring Hill believe that:

- ❖ Each student is equally important and is capable of learning.
- ❖ Each student should be given the opportunity to learn in his/her own way to reach his/her maximum potential.
- ❖ School personnel, students, parents, and community members should collaborate in the decision making process to ensure high expectations for all students.
- ❖ Technology should be incorporated in all phases of instruction to enhance student learning.
- ❖ School personnel should use instructional strategies that are research-based to promote high achievement for each student.
- ❖ All children have the right to learn in a clean, caring, safe, and motivating environment.
- ❖ Our school aligns policies and procedures to build character and promote student learning.
- ❖ School personnel should use a variety of performance assessments to measure student achievement and drive instructional decisions.

Spring Hill Teacher Code of Conduct

As a teacher, I shall:

1. Demonstrate a belief that all students can learn.
2. Give assignments that make learning relevant.

3. Teach responsible citizenship and life skills.
4. Treat each student fairly.
5. Promote a safe and positive learning environment.
6. Be a good adult role model.
7. Exhibit a caring, honest and professional attitude.
8. Maintain professional growth and development.
9. Communicate with parents.
10. Recognize the community as a partner in educating students.
11. Maintain confidentiality.
12. Abide by policies and regulations.

Spring Hill Student Code of Conduct

The Hornet Way is to.....

1. Attend school and classes regularly, arrive on time, and have needed materials.
2. Do my best.
3. Respect and cooperate with teachers, school staff, other students, and visitors of the building.
4. Respect the rights of others.
5. Act safely and properly while on a school bus.
6. Complete classroom work or school activities without creating disorder or invading the rights of others.
7. Inform school personnel immediately if I become aware of threats, weapons/dangerous instruments on school property or other safety concerns.
8. Take care to protect my belongings.
9. Earn grades fairly without cheating or plagiarism.
10. Be responsible for my grades and conduct.
11. Tell my parent(s) about my grades.
12. Know all school rules and the consequences of violating the rules.
13. Respect personal or school property.
14. Work every day to follow this code of conduct to better myself and my school.

CODE OF CONDUCT-DISCIPLINARY PROCEDURES

When a student misbehaves, disciplinary actions will be taken. The type of punishment will depend on the nature of the misbehavior with the philosophy of being fair to each student at all times. Punishment will never be given for the sake of punishing alone, but in hopes of *teaching the student responsible behaviors*. On behalf of the faculty and staff members, we look forward to your cooperation if any encounter occurs that involves disciplinary actions with your child. All disciplinary decisions are according to GCSSD Board Policy.

The methods of punishment are listed below in no particular order:

- ◆ Parent Notification/Verbal Warning
- ◆ Breaks and/or privileges taken away for a period of time
- ◆ A written report/assignment given
- ◆ After school detention
- ◆ In – School suspension
- ◆ Out-of-School suspension
- ◆ Assigned to an alternative school setting (Alternative School)

Disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students is prohibited.

INCLEMENT WEATHER

When you think school may be out or dismissed early due to weather conditions, please listen to 97.7 FM radio station and WBBJ TV. Also the school shall attempt to contact you through our global connect system. It is important for us to have the numbers where you, or other responsible persons, may be reached.

BEFORE AND AFTER SCHOOL HOURS

School hours are from 7:45 a.m. until 3:00 p.m. each day. The school doors will open at 7:15 a.m. each morning. Children should NOT arrive earlier than that (the school will not be responsible for students prior to 7:15am) or remain on the campus later than 3:10 p.m. unless they are participating in a supervised activity or childcare services. Students entering the building each morning in grades K-8 should immediately report to the gym.

For the safety of all students, parents MUST use the front entrance ONLY when dropping off or picking up children each morning and/or afternoon. ONLY employee vehicles and school buses are allowed at the back entrances at any time during school hours. Car riders must ride in the car. Any Student waiting to ride with a high school student must wait in the gym until the high school student has arrived.

If a student is not in their homeroom by 7:45, they will be considered TARDY. When a student is tardy, he/she MUST have a parent/guardian to report to the main office to sign the student in for the day.

Once on campus, NO student shall leave without permission until the end of the school day.

Students who become ill or are injured while at school shall be dismissed only after parents/guardians have been notified. Exceptions to this policy shall be made only in case of emergency. Students shall be dismissed before the school day officially ends only when a parent/guardian sends a written request, calls the school office to explain the reason for early dismissal, or appears in person

requesting the student's dismissal. All requests are subject to verification. All of the above procedures are designed for the safety and well-being of your children. ** All parents/guardians who are picking up their children in the afternoon must wait OUTSIDE the school building for dismissal. Car riders will be dismissed daily at 3:00 p.m.

STUDENT CELL PHONE USE

Students in grades 5 – 8 will be permitted to have cell phones in their possession throughout the school day at lunch & whenever instructed by the teacher. Should a student be observed using a cell phone, or a cell phone rings during the school day without permission disciplinary action will be taken including, but is not limited to, the principal's referral and confiscation of the phone. Additionally, student abuse of the policy will result in the student losing the privilege to be able to carry a cell phone permanently. For further information on cell phones, refer to GCSSD board policy descriptor code.

ATTENDANCE

The Gibson County School District has adopted a policy which recognizes that good attendance is considered a necessity to achieve at the elementary/middle school level. Therefore, the following policy regarding absenteeism and tardiness has been adopted. For all board policies go to GCSSD.org.

Absences shall be classified as either excused or unexcused as determined by the principal or designee. Excused absences include the following: 1) Personal illness, 2) Illness of immediate family member, 3) Death in the family, 4) Extreme weather conditions, 5) Religious observations, 6) College Visits, 7) Pregnancy, 8) School sponsored or school endorsed activities, 9) Summons, subpoena, or court order, 10) Circumstances which in the judgement of the principal create emergencies over which the student has no control.

All other reasons given for absences will be considered unexcused. The following notes will be used to excuse student absences: 1) maximum of five parent notes per year (note must reflect one of the reasons listed above), 2)doctor, 3)funeral home.

A DENTIST NOTE WILL NOT BE ACCEPTED for an entire day unless there was extensive work done and the note must state the extent of the work.

After the third unexcused absence, a phone call to the parent or a certified letter through the mail will indicate a warning of truancy danger. Upon the 5th unexcused absence, a child will be reported to the Gibson County Truancy Board. High absenteeism is not allowed for ANY student unless they are seriously ill and/or hospitalized. Students CAN and WILL be retained for high absenteeism. **ALL ABSENT STUDENTS MUST BRING IN A NOTE THE NEXT DAY.**

******If your child is sick by all means keep them at home and if they have fever, they MUST BE FEVER FREE FOR 24 HOURS before they can come back to school!!**

A parent/guardian **MUST** phone the school (731-483-4489) on the day of the absence no later than 12:00 noon to inform the secretary/principal of the reason the student is absent. When the child returns to school, he/she is required to bring a **NOTE/EXCUSE** to the office explaining the absence. **Make up work will only be allowed for excused absences.** In order to receive an excused absence, the above procedures must have occurred on the day of the absence and the reason must be one that is acceptable. Each day missed they will have one day for each missed to get make up work finished and turned in.

SCHOOL BREAKFAST, LUNCH & ICE CREAM

Student breakfast and lunches are free. Ice cream is .75c.
No **SODAS** of any kind can be brought in the cafeteria or for snack.

GENERAL SCHOOL RULES

To ensure that students have a positive learning environment, it is necessary to enforce rules. These rules must be simple, clearly defined, and understood by all students, parents and staff members. When a student violates one of these rules, the above disciplinary measures will be taken. Disruptive behavior takes away from instructional time and infringes upon the rights of others.

Therefore, each child's behavior should reflect self-respect and consideration for the rights, feelings, and property of others:

- Be prepared and on time for class each day – bring books, paper, pencil and completed assignments.
- **NO ROLLING BOOK BAGS ALLOWED.**
- Show respect and be courteous to all teachers, staff members, substitute workers, classmates and any guests who visit the school.
- Do not have possession of or the use of drug(s) and/or tobacco products at school. The possession or use of such items by a minor is in violation of state law and will result in strict punishment.
- Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.
- Parents and students shall be notified of this citation requirement at the beginning of each school year.
- Students will be **RESPONSIBLE** for keeping up with their own belongings. All textbooks and materials are to be placed in their assigned locker when not in use. **DO NOT LEAVE ITEMS IN THE GYMNASIUM, HALLWAYS, ETC.** The lockers must remain neat and orderly at all times. You may purchase a lock for your locker,

but it **MUST** be a lock opened by a key and not a combination lock. The student must report to the office that he/she has a lock and the spare key will remain in the office. All lockers may be searched or inspected at any time.

- No running or unnecessary noises in the hallway.
- No foul language.
- No eating gum, candy or food during classes unless given permission by a teacher or staff member. No toys, collector cards, and the like allowed in the building unless specified by a teacher.
- These items will be taken from the student and held in the office for a parent to pick up. *If brought, the school will not be held responsible for any lost or stolen item.*
- No threatening, fighting, or extortion will be tolerated at any time.
- Possession of knives or weapons of any kind, including toy weapons, will not be allowed.

BUS PROCEDURES AND CONDUCT

Buses are considered as a privileged means of transportation for your child to the school. All students must show respect for others while riding on the bus. Any problems on the bus should be reported immediately to the bus driver. Students must obey the bus driver and abide by the following rules at all times.

1. Remain seated at all times while the bus is in route
2. No food or drinks are allowed
3. No horse playing (hitting, pushing, etc.)
4. No loud or foul language used at any time
5. No smoking or other tobacco products.
6. No drugs or alcohol
7. No destructive damage to the bus while riding (writing on seats, tearing the seats, etc)

**Video cameras are placed on all school buses for the protection of all children. Tapes are reviewed regularly and may be used to enforce the rules of bus conduct.*

Failure to follow school bus rules may result in your child receiving appropriate disciplinary actions as stated on page 5. The time your child rides on a school bus, whether morning or afternoon, is considered “school time” and will be treated NO differently when it comes to disciplinary actions. Students must ride their assigned bus only, unless a note signed by a parent/guardian giving permission to ride another bus to a designated place other than their home is given to the bus driver.

CARE OF SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. School property is defined as

buildings, buses, books, equipment, furniture, instructional materials or any other item under the jurisdiction of the Gibson County School District.

Students can best show their appreciation and pride by taking care of the building, equipment and campus so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

NO TRESPASSING

There is absolutely NO trespassing onto the school premises after school hours or during the times that school is NOT in session. If it becomes necessary for students to be present during “OFF” hours, he/she must be involved in some type of school function while under supervision of a school employee. Permission from the principal must be granted prior to ANY ONE being present on campus during after school hours or days when school is not in session. CAMERAS are posted throughout the school INSIDE & OUT and violators will be prosecuted.

REMOVAL FROM SCHOOL PREMISES

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, or during school hours, enter the school building except students assigned to that bus or school, the staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises.

School officials may prohibit any person from entering school property that disrupts the educational environment or poses a threat to students or staff, even if that person is a parent. Any person improperly on the premises of the school shall depart on the request of the principal or other authorized person(s). A violation of this request is a Class A Misdemeanor and will be charged accordingly.

DRESS CODE

Spring Hill School dress code restrictions include but are NOT limited to the following for 5-8th Grades.

- ❑ Shorts can be worn during the warm months:
When shorts are worn, they must be knee length.
Jeans should not have holes above the knee.
Leggings can be worn but the shirt MUST cover their bottoms.
- ❑ Tank tops or tops with spaghetti straps are NOT allowed at any time.
- ❑ Tops/Blouses must be long enough so that the child’s belly is not showing at any time.

*****Rule of Thumb: If a child raises his/her arm and their belly shows, their shirt is too short.**

- ❑ Pants must be worn with the waistband around the waist and not hanging below the waist.
- ❑ Flip flop sandals or sandals without a back strap **MUST** remain on the students' feet at all times. If problems occur with such, the student will **NOT** be allowed to wear such shoes again.
- ❑ Hats, bandanas, scarves or other headwear are **NOT** allowed at any time unless specified "Hat Day".

STUDENTS ENTERING GRADES K – 4

If your child is entering grades K – 4, he/she may wear shorts and tank top style shirts (only if it's appropriate) any time during the school year. They do not have to be knee length as long as they are acceptable in their appearance. **However, NO student (K – 8) is allowed to wear shirts/pants with unapproved advertising in the opinion of the principal. If necessary, parents will be called to bring appropriate clothing to school.**

NON-DISCRIMINATION POLICY

It is the policy of the Gibson County School District not to discriminate on the basis of sex, race, color, national origin, age, religion, or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, the Equal Pay Act of 1973, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquires regarding compliance with Title IX, Section 504 or the Americans Disabilities Act should be directed to Renee Childs of the Gibson County School District, P.O. Box D, Dyer, TN 38330.

STUDENT RIGHTS AND SERVICES

Parents and/or Guardians may receive information pertaining to contacting child advocacy groups and information on how to contact the state department of education for information on student rights and services by contacting Renee Childs of the Gibson County School District, P.O. Box D, Dyer, TN 38330.

VISITORS

It is **STATE LAW** that anyone (including parents) visiting the school are required to come in the office to sign a log sheet. **Please abide by this law and do not go directly to your child's classroom when entering the building.** Your cooperation is greatly appreciated!

HOME & SCHOOL COMMUNICATIONS

From time to time, notes are given to students to take home to their parents. Please stress upon your child that it is important that notes be brought home and given to you. Have a specific place for your child to put notes and papers to be signed on a daily basis. In addition, check backpacks regularly and pockets for notes children have forgotten. We place great emphasis and efforts in informing you of any change in schedule and/or special school events taking place. You can also check our website and our Facebook page.

MEDICATION

In the event a child receives minor injuries at school, hydrogen peroxide will be available to cleanse the wound. Should the injury be considered by the teacher to be serious enough to need a doctor's attention, a parent will be notified at that time.

Should it be necessary for the student to take any prescription or other medicine at school, the parent/guardian must contact the school to complete an Authorization Form from the office stating permission for the Office/Nurse to administer or assist in giving medications to the student. Unless the office has the form completed and signed, the student will not be allowed to take any medication during the school day. (This procedure is from the Gibson County School Board Policy Manual).

HEAD LICE

If your child is sent home from school with head lice or you see any head lice infestation, he/she must be nit-free before returning to school. Head lice are very contagious and we encourage you to talk to your child about sharing other students' personal items. Proof of treatment will be asked upon students return.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held twice a year to be announced at a later date. All parents/guardians of children in grades K-8 will have the opportunity to discuss educational/behavioral issues within the classroom setting. We encourage ALL parents/guardians to attend these conferences even if your child/children are making satisfactory progress. Parents of children who are having difficulties are **ESPECIALLY** urged to attend. During the year, teachers will contact parents of children who are experiencing difficulties in order to seek a solution before the child is in danger of failing for the year.

STUDENT PERFORMANCE/EVALUATION

During each 9 week grading period, every student in K – 2nd will receive a paper copy of Mid-nine week progress report to their parents, 3rd-8th **ONLY ON REQUEST**. This is a means of communicating to parents about their child's progress in each subject area during a nine-week grading period. Parents must sign these progress reports for their children to bring back to their teacher. Please feel free to contact your child's teacher if you have a

concern regarding the progress report. In addition to the Mid-nine Week progress reports, Report Cards will be sent home at the end of each (9) week grading period. Students in grades K – 2 are evaluated on a checklist format that is non-graded. Their progress, or lack of, is noted by letter grades ONLY. Their grading system for K-2nd is as follows:

E =Excellent

S =Satisfactory

I =Improving

U=Unsatisfactory

N =Needs to Improve

3rd-8th Honor Roll for Spring Hill is A/B Roll- No Grade Below 85 AND have an average of 90

Students in grades 3 – 8 are graded by a number system that reads as follows:

A	=	93 – 100
B	=	85 – 92
C	=	75 – 84
D	=	70 – 74
F	=	0 – 69

Report Cards will be sent home for K-2nd Grades and 3rd-8th will be online @<http://gcssd.org/shs>, unless YOU request a paper copy.

GCSSD Board Policy Student Discrimination, Harassment, Bullying, Cyber Bullying, and Intimidation #6.304

The GCSSD Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This Policy shall be disseminated annually to all school staff, students and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

**PLEASE GO OVER THIS WITH YOUR
STUDENT AND KEEP AT HOME.**

Have a great school year!!!
