

# Sylvan Hills Middle School



## **Student Procedures Manual 2020 - 2021**

10001 Johnson Street  
Sherwood, AR 72120  
501-833-1120 Office  
501-833-1137 Fax

**Office Hours: 8:00am - 4:30pm**

### **Administrative and Office Personnel**

The main office of the school is open to all students and parents. We are here to assist you during the school day. Students are welcome to come into the office before/after school and at lunchtime, however, it is the student's responsibility to report to class on time. Students must have a signed pass from their agenda book to be out of class during instructional time.

Principal:	Mike Hudgeons
Assistant Principals:	Cynthia Moore, Jurel Guffey, Marcelle Goins, and Erikka Johnson
Bookkeeper:	Susan Messersmith
Secretaries:	Laura Lancaster and Fanchon Bone
Attendance Clerk:	Carolyn Siegfried

## **Welcome to Sylvan Hills Middle School**

At SHMS, we provide each of our students with a Student Procedures Manual that includes rules and regulations which govern the student body. Please read and familiarize yourself with the information inside. We ask for your support in helping to ensure that your student fully understands what we expect. This guide is part of a comprehensive plan to help prevent negative behavior, as well as provide incentives for positive behavior, which will result in an overall improvement in our school environment and your student's middle school experience. Please read this guide with your student, sign the *Parent/Student Statement of Responsibility* form, and return the signed form to school by Friday, September 11, 2020. Virtual students may scan a signed copy and email it to [fbone3000@pcssd.org](mailto:fbone3000@pcssd.org). Please contact us if you need additional information regarding the contents of this manual. Thank you for your cooperation and continued support!

AVID is one of our district's "Big Rocks" and we are currently in year two of implementation, which now includes all grades! AVID is Advancement Via Individual Determination. "AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society."

### **Vision**

Our vision is to provide a safe, positive, learning community and to lead by example in our interactions with our students, parents, and community: To promote academic excellence, lifelong learning, personal integrity, mutual respect, and honesty.

### **Mission**

In partnership with parents, Sylvan Hills Middle School will promote a learning community which will help students reach their academic potential and become productive members of society.

Visitors: ALL VISITORS MUST REPORT IMMEDIATELY TO THE OFFICE. A MASK IS REQUIRED FOR BUILDING ENTRY.

COVID-19 Disclaimer: Due to the Coronavirus pandemic and the impact it has had on the education of PCSSD students, PCSSD reserves the right to amend, alter, modify, or supplement the rules and regulations contained herein in its sole discretion and with or without prior notice in order to assure the safety of PCSSD students and staff, to facilitate the appropriate education of PCSSD students, and to comply with directives and guidance issued by state and federal government officials.

Student ID Badges: All students are required to wear Student I.D. Badges during the school day and at specified activities. Students will be issued two I.D. Badges at the beginning of each school year. A \$10 fee will be charged for two I.D. Badges, and a lanyard. The \$10 fee will be collected by the student's homeroom teacher the first week of school. ID Badges must be worn around the neck and

visible at all times. Temporary ID Badges cost \$1 and must be worn if students forget or lose their badge.

Bells/Tardy Policy: The tardy bell rings at 8:45 a.m. Students who are tardy for the school day for such reasons as oversleeping, missing the bus, or being transported late by private vehicles will be given an unexcused tardy. Parents/guardians must sign in students arriving after 8:45 a.m. If students do not have a documented reason for being late, such as a doctor's appointment, they will be marked tardy to 1st period. The following course of action will be taken when students are tardy to class: [View: Discipline Management Plan](#)

Attendance Policy: Attendance is taken every period. For additional information, see the PCSSD 2020-21 Parent/Student [Handbook](#).

Lockers: Lockers will not be assigned this year. Students may carry a backpack (preferably clear or mesh). Phones must be completely put away in the classroom.

PCSSD/SHMS DRESS CODE POLICY: Expectations for student dress are clearly outlined in the PCSSD dress code policy identified below. It is understood; however, that building principals have the discretion to determine "a mode of dress that disrupts the educational process." While it is impossible to identify all modes of dress that might be considered disruptive, it is the intent of PCSSD to provide parents and students as much clarity as possible regarding proper attire. VIRTUAL STUDENTS ARE TO ADHERE TO THE DRESS CODE.

Examples of expected dress in Secondary Schools:

1. No sagging.
2. Sleeveless tops are not permitted for male or female students.
3. Pants, jeans, or shorts with tears or fraying above the knee must have clothing underneath. NO SKIN can be shown.
4. Leggings, spandex, jeggings, tights, yoga pants, or any similar tight fitting bottoms MUST be covered with an appropriate dress, skirt, or shirt.
5. Any shorts, dresses, or skirts worn with or without leggings must be no shorter than mid-thigh.
6. Revealing clothing (transparent, midriff, holes, backless, or low cut blouses) is not acceptable.
7. Sleepwear or pajamas are not acceptable in the school building.
8. Shoes are required to be worn at all times.
9. Spike jewelry, chains, and hair picks are not permitted.
10. Head coverings and sunglasses must be taken off upon entering the school. *Medical exceptions require written approval from a school administrator.*

**Sylvan Hills Middle School  
Procedures Manual  
(Please sign this page and return.)**

**Parent/Student  
Statement of Responsibility**

I have read the Sylvan Hills Middle School Student Procedural Guide and, although I may not agree with all of the regulations, I understand that the student must adhere to them while he/she is at school or at school sponsored activities.

The Pulaski County Special School District has made available the Parent/Student Handbook online for your viewing and downloading. The Handbook is available on our website at [www.pcssd.org](http://www.pcssd.org). Once on our website, click on the Families section, find the Getting Started section, and click on the Parent/Student Handbook.

I acknowledge that I have been informed that the Pulaski County Special School District Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook.

Your signature below certifies that you and your student received information in regards to the Sylvan Hills Middle School Procedural Manual. Please sign and return this form to school by Friday, September 11, 2020.

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Student Name (printed)

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Grade

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Student Signature

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Date

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Parent/Guardian Name (printed)

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Parent/Guardian Signature

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Date