



Southern Hills Family Handbook

Dear Southern Hills Families,

Welcome to Southern Hills Middle School! We are proud of our award-winning school, its staff and our student body, and the families who support our work. The staff at Southern Hills is dedicated to helping your child develop a strong foundation academically, socially and emotionally. The Cougar Community Values of Respect, Responsibility, Safety and Kindness are an important aspect of our school culture for all our students, and we use them to guide our practice with your student.

We invite you to be active participants in your child's education. Family members are encouraged to volunteer in the classrooms, library, health room and at lunchtime whenever your schedule permits. Parent-teacher conferences will be held twice this year for all of our students, in the fall and in the spring. During conferences you and your student's teachers will review your student's progress and will discuss goals that best meet the needs of your child. We will offer written feedback throughout the year in the form of quarterly report cards and teachers will update grades in the Infinite Campus parent portal. Our electronic school newsletter, *The Cougar Connection* will keep families informed of various activities and school-wide events.

Southern Hills has committees where parent participation and input are critical. The Southern Hills Decision Making Team/School Improvement Team depends on the combined efforts of the school and community. In addition, the Climate committee will be looking for parent participation this year. The Southern Hills PTO is another excellent way to support our school – the organization is currently recruiting membership to advocate for all children and we appreciate their support. Finally, I always value comments and input from parents and the community. Please feel free to share your ideas as we meet in the hallways of the school or schedule an appointment to discuss more serious concerns.

This handbook was prepared for our families to provide information regarding policies and programs at Southern Hills. The staff takes seriously its responsibility to keep all of our students safe. Students and parents are responsible for reviewing the handbook and for knowing the behavioral expectations outlined within its pages. We encourage you to read through the handbook as a family. Should you have any questions regarding this information or any other issues, please call the school office. We want to work with you to assure success for all of our students. I appreciate all that you do to support Southern Hills and our wonderful students and staff.

Go Cougars!

Terry Gillach
Principal
Southern Hills Middle School

How to Use the Southern Hills Middle School Communication Protocol

Excellent communication is an ongoing goal for administration and teachers at Southern Hills Middle School. We want you to be informed and we want you involved in every activity that interests you. This **Communication Protocol** was created to answer the question, “Who do I call if I need information?”

Watch for Communication in these ways at Southern Hills!

- **Telephone:** Main Line 303-494-2866
Counseling 303-494-7116 or 303-494-2866 ext. 225
Attendance 303-494-2866 ext. 500
Bully line: 494-2866 ext. 450
- **E-mail: Teachers/Administration:** firstname.lastname@bvsd.org
- **Periodic E-mails from the Principal**
- **Homework assignments and School announcements e-mailed daily**
- **Back to School Night**
- **6th Grade Parent Orientation**
- **“Cougar Connection” newsletter published each month and available on our website**
- **Open Enrollment Presentation/School Tours**
- **School Marquee**
- **Southern Hills Website:** <http://www.bvsd.org/schools/southernhills>
- **Parent/Teacher Conferences (Fall and Spring)**
- **Infinite Campus Parent Portal**
- **Hot Topics (quarterly informational forums given by administrators)**

**Southern Hills Middle School
Communication Protocol
2007-2008**

<p>Athletics & Extra Curricular Activities</p> <ul style="list-style-type: none"> • Intramural & Interscholastic Sports • Before/After School Activities 	<p>Kathy Richardson, Front Office Staff 303-494-2866 ext. 0 kathy.richardson@bvsd.org</p> <p>Ina Rodriguez-Myer, Assistant Principal: ina.rodriquez-myer@bvsd.org 303-494-2866 ext. 223</p>
<p>Attendance If your child will be absent, please call 303-494-2866 ext 500 prior to 9:30 am to excuse the absence.</p>	<p>Attendance Secretary Kathy Richardson 303-494-2866 ext 0 kathy.richardson@bvsd.org</p>
<p>Teen Bus Passes</p>	<p>Kathy Richardson, Front Office Staff 303-494-2866 ext 0</p>
<p>Counseling</p>	<p>Mike O’Neill 303-494-2866 ext 226 Chris Congedo 303-494-2866 ext 227</p>
<p>Curriculum Instruction</p>	<p>Principal Terry Gillach 303-494-2866 ext. 450 terry.gillach@bvsd.org</p>
<p>Student Schedules Academic Concerns Social/Emotional Concerns</p>	<p>Classroom Teacher(s) Counselor Mike O’Neill 303-494-7116 ext. 226 michael.oneill@bvsd.org Chris Congedo 303-494-7116 ext. 227 chris.congedol@bvsd.org</p>
<p>District/School Policies/Procedures www.bvsd.org</p>	<p>Visit BVSD website: www.bvsd.org Principal, Assistant Principal: Mr. Terry Gillach, Principal 303-494-2866 ext.450</p> <p>Ina Rodriguez-Myer, Assistant Principal 303-494-2866 ext 223</p>

Cougar Connection (School Newsletter)	Principal's Secretary Rebecca Zeiler Robinson rebecca.zeiler@bvsd.org 303-494-2866 ext. 222
Health Room <ul style="list-style-type: none"> • Medical Records • Immunizations • Medications given at school 	Health Paraprofessional Monique Sedaghat 4-303-494-2866 ext. 229 monique.sedaghat@bvsd.org
School Fees and Fines Registration fees	Principal's Secretary Rebecca Zeiler Robinson 303-494-2866 ext. 222 rebecca.zeiler@bvsd.org
Facilities and Maintenance	Assistant Principal Ina Rodriguez-Myer, Assistant Principal 303-494-2866 ext.
Library Media Center	Library Media Specialist: Linda Garcia 303-494-2866 ext. 232 linda.garcia@bvsd.org
Registration/New Students	<u>Registrar</u> Lee Ann Buckner 303-494-2866 ext. 225 leeann.buckner@bvsd.org <u>Counselors:</u> Mike O'Neill ext. 226 michael.oneill@bvsd.org Chris Congedo ext. 227 chris.congedo@bvsd.org
Decision Making Team/SIT	Please refer to Southern Hills website for updated list of members: http://schools.bvsd.org/southernhills/index.htm Terry Gillach, Principal 303-494-2866 ext 450 terry.gillach@bvsd.org Ina Rodriguez-Myer, Assistant Principal 303-494-2866 ext 223 ina.Rodriguez-Myer@bvsd.org
School Lunch Program Student Lunch Accounts	Cook Manager Laura Cochran 303-494-2866 ext. 234 laura.cochran@bvsd.org

School-Wide Volunteer Opportunities	PTO Volunteer Coordinator: Fiona Vickers, 303-828-5754 fiona_vickers@hotmail.com
PTO	<p>PTO President: Dawne Owen, 303-665-0255 dawne6936@hotmail.com</p> <p>Secretary: Vickie Thompson, 303-499-0859 vwthomp1@comcast.net</p> <p>Treasurer: Beth Shannon, 303-494-4876 bdshannon@hotmail.com</p> <p>PEN Coordinator: Jeannette Kornreich 303-494-8756 jeannette.kornreich@judicial.state.co.us</p> <p>Fundraising Coordinator: Christy Sprowl 303-666-9753 oihavateen@earthlink.net</p> <p>Hospitality Coordinators: Sue Hollingshead & Michelle Harvey</p> <p>Additional Coordinators Kelly Fano Beth Waters Nancy Casey</p>
Special Education Services	<p>Anita Fort—Multi-Intensive Program anita.fort@bvsd.org</p> <p>Peter Kingsley—6th Grade peter.kingsley@bvsd.org</p> <p>Brooke Kingsley—7th Grade brooke.reust@bvsd.org</p> <p>Mary Patt—8th Grade mary.patt@bvsd.org</p>
Talented and Gifted Services	Debbie Darnell deb@pruconsulting.com
504 Plans (Regular Education Accommodations)	Ina Rodriguez-Myer, Assistant Principal 303-494-2866 ext 223 ina.rodriguez-myer@bvsd.org
Climate Committee	Ina Rodriguez-Myer, Assistant Principal 303-494-2866 ext 223 ina.rodriguez-myer@bvsd.org

Purpose of Handbook

The purpose of this handbook is to provide students, teachers, staff, parents, and the community a guide for successfully navigating the

Southern Hills journey. It is not meant to be a list of rules, but a statement of who we are and what we value.

School Identity

- Colors: Royal Blue and Kelly Green
- Mascot: Cougar

School Hours

8:40 am to 3:30 pm

School Address

Southern Hills Middle School
1500 Knox Drive
Boulder, Colorado 80305

Office Information

Hours: 8:00 AM to 4:00 PM
Phone: 303-494-2866
FAX: 303-499-9251
Counseling: 303-494-7116
Attendance: 303-494-2866 ext. 500
Website: www.bvsd.org/schools/southernhills

People to Contact:

- Mr. Terry Gillach, Principal
- Ina Rodriguez-Myer, Assistant Principal
- Mike O'Neill, Counselor
- Chris Congedo, Counselor
- Lee Ann Buckner, Registrar
- Rebecca Zeiler Robinson, Principal's secretary
- Kathy Richardson, Attendance Secretary
- Monique Sedaghat, Health Room
- Todd Hanson, Head Custodian
- Laura Cochran, Cook Manager

PTO Officers:

President, Dawne Owen
Secretary, Vickie Thompson
Treasurer, Beth Shannon
Volunteer Coordinator, Fiona Vickers
PEN Coordinator, Jeannette Kornreich
Fundraising Coordinator, Christy Sprowl

SOUTHERN HILLS POLICIES

Arrival/Departure

For the safety of your child, please do not drop off your student prior to 7:30 am. Students may go to the cafeteria or play outside in the courtyard area.

The library will be available beginning at 8:00 AM for tutoring or studying.

Student drop off area is located in the front of the school, near the courtyard. (We encourage students at SHMS to take the bus, ride their bike or walk to school!) One of our goals is to offer a safe arrival or departure of your student(s) to/from Southern Hills.

Please drive slow and cautiously. When you pull into the drop off area, pull as far forward as possible and let your child depart from the right side of your vehicle. For the safety of the students, please do not create two drop off lanes. There is absolutely no parking or leaving of your vehicle while in the area. Parents are welcome to utilize the parking spaces within the lot if needed. Please do not double park!

Attendance

Students who attend school regularly learn much more and are motivated to succeed in school. School district policy requires that students are in school unless they are too sick to attend. **If parents expect good attendance, young people will understand that coming to school is very important.**

When students are absent from school, parents are asked to call the school attendance line prior to 9:30 am (303-494-2866 ext. 500). Our attendance line is a voicemail system that will record your message and is available 24 hours a day. If no call is received about an absent student by 11:00 am, office personnel will attempt to contact the parent. In order to excuse an absence a call must come in within 72 hours of the student's absence.

Absences can be excused or unexcused, based upon district and building policy and the information received from the parent or guardian. Absences during the school day occurring due to an appointment should be accompanied by a note from that office.

Excused absences are those absences that have been properly excused for the following reasons: Temporary illness or injury, an absence which is pre-approved by the administration of the school, extended absences due to physical, mental or emotional disabilities, an absence which occurs when the student is in the custody of the court or law enforcement authorities, emergency, serious illness, or death in the family, medical and dental appointments which cannot be scheduled outside the regular school day, extreme inclement weather or participation in religious observances.

Unexcused absences include:

- Absences due to suspension
- Truancy - if a student is absent (full or partial days) without the consent of the parent, guardian and an administrator
- Skiing, hunting or other recreational activities not pre-approved
- Babysitting
- Oversleeping (alarm not going off, forgetting to set the clock, etc.)
- Sleeping in (tired from staying up late to do an assignment, tired from staying at a friend's the night before, etc.) and missing one or more class periods
- Leaving during the school day without permission

If a student is absent without the consent of their parent, guardian, and/or an administrator, the student will be considered TRUANT. Truancy is a violation of the Colorado State Attendance Statute and may be cause for disciplinary and legal action.

Students who are suspended are, according to board policy, allowed to make up all assignments missed during the suspension but no credit is received unless specifically permitted by the principal.

Extended Family Trips

We discourage extended family trips during regularly scheduled school days. This can be very disruptive to a student's educational program. If

an absence is absolutely necessary, please stop in the office and obtain a Pre-Arranged Absence Form as least 3 days prior to the departure date. This will require a collaborative effort between parent and teacher to assure that your student keeps up with his/her classroom work.

Students will be expected to make up work missed during periods of absence but please remember that there is no way to adequately compensate for lost in-school learning experiences. It is the student's responsibility to meet with teachers as soon as possible after his/her return to arrange to make up work in a timely manner.

If your child is ill and misses 3 or more days of school, you may call the office to request class assignments. Each teacher sees up to 150 students/day, therefore, **it is not feasible to send home work if a student is absent for only one or two days.** Please allow 24 hours to give our teachers adequate time to gather the work. Also, all homework assignments are sent via e-mail each afternoon. Go to the Southern Hills website and scroll down to "Electronic Agenda". There you will find directions to sign up for this. Allowances will be made to adjust assignments and deadlines when students are ill for a lengthy period.

Tardiness to 1st period: Valuable instruction is lost and is disruptive to the classroom when students arrive late. We understand that mornings are often hectic with car pools, traffic, sick siblings, etc. but, there are very few excused tardies. **Tardies are excused under the same circumstances that excused absences are.** A doctor's note may be requested if there are numerous tardies due to illness or appointments.

Tardies during the day: All students are to be in their designated classrooms when the bell rings for the beginning for each period. Attendance is taken at the beginning of each period and sent to the office via computer. If a student accumulates

tardies he/she will conference with the teacher and/or administrator to rectify the situation.

Leaving School

Students should remain on the school grounds from the time they arrive until the time they leave. Parents may pick up their student at any time during the school day. If you choose, you may call the school, prior to picking up your child, and let the secretary know when you will arrive. We will then send a note to your child giving him/her permission to leave class at the designated time. They will then meet you in the front office. **Always report to the school main office first to sign your child out.** Only parents or those previously authorized by parents, such as grandparents, neighbors, or older siblings listed on their Emergency Card, may sign children out of school during the school day. Proof of identification may be requested.

Students may be taken out of school by someone other than their parent only when written permission of the parent has been provided in advance.

On the Way To & From School

We highly encourage students to ride their bike, walk, or take the bus! For your safety and the safety of others, please dismount from all wheeled vehicles-(bikes, inline skates, scooters, skateboards, etc.) when arriving on campus. There is no use of "wheeled vehicles" on school property, either inside or outside the building. Bikes are to be parked in the bike rack located by the court yard. Make sure your bike is securely locked to the rack.

Electronics

The use of any electronic devices, including I-Pods, CD players and cell phones is NOT allowed inside the school and should be off at all times during school hours.

If students bring electronics to school, they are to **keep them powered off and in their lockers** during the school day. The school is not

responsible for stolen or lost items, and we encourage students to leave these valuables at home.

Lunch at Southern Hills

Lunch A: 11:23-11:53

Lunch B: 12:18-12:48

We welcome parent volunteers to help supervise during lunch times. Parents may also eat with their students during their lunchtime. Students may bring their own lunch from home or purchase one from the Southern Hills Cafeteria. Hot lunches are available each day according to the District menu. You may view the menus on the district website, Southern Hills website, or obtain one in the main office. Various Ala Carte items are also available. Also, various outside vendors also deliver on selected days of the week. Check the kitchen for a more detailed list of their availability.

Each student will be responsible for keeping his/her area clean. All food and drinks (other than water) need to be kept in the cafeteria. Please avoid sending glass containers of any kind to the lunch room.

All parents have the opportunity to set up a lunch account. PayForIt is the district's new online payment system that will allow parents to put money into their student's lunch account. Go to www.bvsd.org. On the left side of the screen go to "Links for the Community." Click on **Food Service PayForIt** to sign up.. Students can bring cash or checks to the lunch line also. Free and Reduced lunch applications are available in the Main Office or through BVSD Food Service.

The **lunch prices** (subject to change) are as follows:

Student lunch	\$2.50	8 oz. milk: 50¢
Adult lunch	\$3.25	Reduced Lunch 25¢

Lunch Recess

After lunch, students will have the opportunity to stay in the cafeteria, play in the courtyard or

grassy area on the South side of the building, or go to the Library.

Southern Hills expects that all students will show good sportsmanship and respect for each other, either as a spectator or a participant. Games will be open to all students who choose to play.

All students will be responsible for the playground equipment they take out or check out. Indoor games will be available in the Student Center on days that are too cold or wet.

Health Room

Our health room is located in main office. It is staffed by a para-professional or volunteers trained in First Aid procedures. Students may come in at any time if they don't feel well. Please make sure that your emergency card has several contacts in case your child needs to be picked up. Please help prevent the spread of germs and keep your child home if they have a fever of 100 or more, diarrhea, pink eye symptoms, or vomiting in the past 24 hours. If they have been on antibiotics, they may return after taking them for 24 hours.

Southern Hills personnel cannot administer any medication (prescription, or over-the-counter such as Tylenol, or cough drops) without an authorization form signed by both parent and physician. This form is available from the Health Room or the main office. If your child needs medication of any type, please return this completed form as soon as school starts. Medications must be in the original container and delivered by an adult.

Physicals:

It is recommended that all 7th graders receive a yearly medical exam. **Physicals are required for all students who participate in any Interscholastic Sport. Physicals are good for one year only.** You may attach a copy to the completed sports packet when your student signs up for a sport. All incoming 7th grade students are required by law to have the Hepatitis B series and 2nd MMR immunizations completed prior to

starting school in the Fall. **Also, new this year, 6th graders are required to have 1 booster of Tdap (Tetanus, Diphtheria, and Pertussis).**

General School Safety

We strive to model and instill the following values toward self, others, and this building:

- Respect
- Responsibility
- Safety
- Kindness

Any situation that compromises the safety and well-being of any member of the Southern Hills community will be addressed immediately with care and respect.

Appearance

- **Don't show too much skin.**
Some tank tops are permitted, but no see-through tops, too low cut or short tops, or spaghetti straps. Shorts must be of appropriate length.
- **No profanity on clothing**
No drug or alcohol ads or offensive language.
- **No undergarments showing**
This includes bras, underwear, and boxers
- **No pajamas**
- **Anything that may be unsafe**
Chains, Spikes, Coats, etc.

Traveling the Halls

Unless it is absolutely necessary, no students should be in the halls during class time. Students must have a pass if they need to leave class. Our school has some narrow hallways and stairwells. We expect all people to travel through the school safely and calmly so that no one is hurt.

Snacking during the day

Research has shown that brains function better when they are well hydrated. We encourage students to carry a water-filled bottle with a secure cap to school. We expect students to fill their water bottles during passing times, not during class.

In order to preserve our building, gum chewing is not allowed. Eating in classrooms is discouraged, however a teacher may decide if and

when food or drink is allowed in individual classrooms.

Lockers

Lockers are meant to be a safe place for student belongings and the supplies needed for school. Once you are assigned a locker, keep it clean and neatly organized, keep it locked and **do not share the combination with others**. Please do not write on any part of the locker or apply stickers. Always make sure that your lock is locked by pulling down on it when you are finished at your locker. If your lock is missing, see Ms. Richardson to replace it. There may be a charge for this.

Lost and Found

This is located on the east wall of the cafeteria. Please check it on a regular basis. Southern Hills is not responsible for anything lost or stolen. Twice a year, in December and at the end of the school year, anything not claimed in the Lost and Found will be cleaned out and usable clothing will be donated to charity.

Students are expected to store their jackets, hats, outdoor clothing, backpacks, lunches, books, and school supplies in their lockers. Only items that are needed for class should be brought to class.

Classwork & Homework

We will assist and encourage all students to use class time wisely. Students who bring their pencils, pens, paper and other routine learning supplies to class tend to be more organized, prepared and therefore more successful. We also offer “organizational help” on a monthly basis.

Parents are encouraged to participate in their student’s homework experience by providing an adequate space for students to study or work. Students may also come to the library each Tuesday and Thursday mornings from 7:30 – 8:40 for Homework Help. Qualified volunteers are present during these times to assist students in any area they need help in.

School Closings

In the rare event of school closure, please tune in to local radio or television, or visit the Boulder Valley website at www.bvsd.org and click on “Cancellations”. The decision to close school is made prior to 6:30 am of the day affected and the radio stations are notified so they can broadcast this information. The official stations are KBCO (97.3 FM), KGNU (88.5 FM), KOSI (101.1 FM), KWBI (91.1 FM), KOA (850 AM), KLMO (1060 AM) along with television stations 4, 7, 8 and 9. This is the only notification you may expect that the schools will be closed. **In most cases, no announcement will mean that schools are open. Please check these resources before calling the school.**

Visits to School

All visitors are welcome at Southern Hills. For the safety and respect of our community, please check in with the office when you arrive and pick up a visitor’s badge.

It is requested that parents schedule visits with individual teachers if they have questions about daily classroom routines. Parents should keep in mind that during the school day the teacher’s primary responsibility is to the entire class and they cannot confer at length about a student during school.

Parent Teacher Conferences

Parents are strongly encouraged to attend our Fall/Spring Parent-Teacher Conference. Arena style conferencing is our method of meeting parents for conferences. At arena style conferencing, each of our teachers are stationed at tables in adjacent areas of our building, such as the library, lobby or student center, cafeteria, or auditorium. There will be signs and instructions as to where each teacher is located. Conferences are limited to 5-10 minutes with each teacher. The conferences are held on 4 evenings (4:30 – 7:30 pm). Please check under “Important Dates” in the

Cougar Connection or on our web site for updated information. If you wish longer conferencing time with a teacher, you are welcome to schedule a separate time to meet with him/her.

Report Cards/Progress Reports

Report cards are issued to all students four times per year, at the end of each quarter. Infinite Campus Parent Portal is available for you to check on your child's progress on a daily/weekly basis. End of the year report cards will be mailed. Parents may request to conference with teachers and staff at any time and are always welcome to visit the school.

Student Activities & Athletics

Extracurricular activities are an important part of the Southern Hills community. We believe that these activities promote good citizenship and contribute to the wholeness of children. We encourage all students to consider participating in extracurricular activities. Dates for activities are printed in the *Cougar Connection* newsletter and also read on the daily announcements (given each day at the beginning of 2nd period). Sports information packets are available in the main office. Please check the main office if you have any questions.

Infinite Campus Parent Portal

Parents can access their child's grades and attendance via the Infinite Campus Parent Portal. Parents receive a letter at Registration in the Fall with instructions as to how to access this information. Check with the Counseling Office if you have questions.

Organizations and Committees

The **Southern Hills PTO** is an active organization, providing services, funding and activities for our parents, students and staff members. We encourage individuals from all families to join PTO each year. Parent

representatives are selected in the spring for the following school year. All Southern Hills parents are invited to attend. Please contact Dawne Owen, PTO President, at 303-665-0255 if you have questions or comments regarding PTO.

The DMT/SIT Committee is charged with helping to improve the quality of education for our students by developing goals, gathering information regarding student progress and reporting accountability to the school community. The committee will consist of representatives from staff, administration, parents and community. Parent reps will be selected in the spring for the following school year. For a list of parent reps for this year, please see our school website.

Concerns or comments regarding the school's advancement of its mission and vision may be directed to any of the reps on the DMT/SIT. Minutes from the Southern Hills Decision Making Team will be published in *The Cougar Connection*.

Climate Committee

We are encouraging parents to participate in this committee! This organization works on various issues relating to diversity, school climate, community climate, parent and student involvement, etc. Last year this committee hosted an "Evening of Diversity" and a "Natural Highs Day". For more information, contact: Ina Rodriguez-Myer.