

**SEQUATCHIE COUNTY MIDDLE SCHOOL
7079 SR 28
P.O. BOX 789
DUNLAP, TENNESSEE**

<http://www.sequatchieschools.net>

2019-2020

SCMS....RISING ABOVE THE REST

STUDENT and PARENT HANDBOOK

Please visit our School
website @
www.sequatchieschools.net

Skyward
(Student Management Program)

The Sequatchie County School System realizes the important role that parent/guardians play in the education of children and the importance of parent involvement. Skyward Family Access is an online informational resource available to all families of Sequatchie County Schools at no cost.

This resource provides online information about your child's grades, attendance, class schedules, and demographic information. Family Access provides safe, secure and easy access to your child's records.

Helpful Websites

www.tn.gov

www.mobymax.com

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sequatchie County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sequatchie County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Sequatchie County Schools to include this type of information from your child's education records in certain publications. Examples include, but are not limited to, the annual yearbook, star, honor, merit and other recognition lists, sports activity lists, reports of school activities, etc. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local Act of 1965 (ESIA) to provide military recruiters, upon requests, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Sequatchie County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within five (5) days of the beginning of school. Sequatchie County Schools have designated the following information as directory information: student's name, address, telephone listing, date and place of birth, dates of attendance, photograph.

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Welcome to Sequatchie County Middle School

The faculty and staff join me in welcoming you to Sequatchie County Middle School. The mission of Sequatchie County Middle School is to provide a structured and secure environment in which the students may achieve academic mastery while demonstrating positive social and emotional growth during the transition from childhood to adolescence. Consideration, respect, and safety are the foundation upon which the rules that govern student conduct are based. Each student shares the school environment with hundreds of other people. Therefore, the rights of all must be preserved, and the safety of no one must be endangered.

This handbook contains important information, but it is not intended as an all inclusive guide to policy and procedure. Read all items carefully. Students are responsible for knowing the contents of the handbook. Please contact the school if you have any problems or questions.

Sincerely,

Devona Smith

Devona Smith
Principal SCMS

Vision

The students, educational staff, parents and the community share in the responsibility to collaboratively provide a safe and supportive environment in which the school's beliefs and mission statement can be achieved.

Statement of Beliefs

1. Student learning is a life-long process and is the chief priority of our school. Therefore, all students must be held to high expectations and encouraged to become independent, self-directed learners.
2. The decisions concerning instructional and assessment strategies are to be research based and supported by analysis of the relevant data. The developmental diversity of this age group dictates that these strategies are to be flexible and diverse in order to provide a variety of learning experiences within the state curriculum guidelines.

SCMS School Wide Rules

Be respectful.

- Use appropriate manners and language at all times.
- Listen and follow instructions.
- Demonstrate maturity.
- Follow all rules and procedures.

Be responsible.

- Be on time to school and class.
- Have all necessary materials.
- Participate appropriately.
- Turn in quality work on time.
- Make-up work when absent.
- Strive to improve.

Be safe.

- Be kind.
- Keep the school clean.
- Respect all property.
- Keep hands and feet to yourself.

Activities/Sports

As a part of the middle school program, students will be offered the chance to participate in clubs, athletics, and extra-curricular activities. Students will be expected to follow any guidelines, policies, or rules set forth by the sponsor/coach and approved by the administration. Students must be present in school at least 1/2 day (3hrs. 45 min.) to participate in any after-school activity, including athletic events. Any student who is assigned IN-SCHOOL SUSPENSION, HOME SUSPENSION, ALTERNATIVE SCHOOL or SATURDAY SCHOOL, may not attend or participate in any school sponsored activity on any date that he/she is on suspension. All school rules of conduct apply at any school sponsored event. Students who are not picked up from extracurricular activities (i.e. band, pep squad, dance tryouts, practices, meetings, etc.) within 15 minutes of the end of the activity, may be prohibited from attending future activities. All players are required to maintain at least a 70 average in all subjects. Any player who fails to maintain a 70 average at any time within a 9 week period, in any subject, will be placed on a probationary period for three weeks. The terms of the probation are set at the discretion of the principal, the coach, and the teachers involved. At the end of the three week probationary period, the player must have a current average of 70 or higher in that subject. If he/she fails to achieve a 70 average, they will be suspended from the team until the end of the nine weeks (no practice, no games). Any subsequent violation will be handled at the principal and/or coach's discretion, leading up to or including dismissal from the team. Any student repeating a grade will be eligible for Junior Varsity play only, but this rule will be superseded by the rules above.

SCMS offers sports activities in football, basketball, softball, baseball, volleyball, and cheerleading. The school is a member of the Tennessee Middle School Athletic Association. All students who participate in these programs must pass a pre-season physical and follow all guidelines as set forth by the coach/sponsor. All players must carry personal insurance.

Attendance

State Law requires students to be in school 180 days each school year. However, students may need to be absent from school throughout the year. The parent, guardian, or other person in charge or control of a student is responsible for the student's attendance. Attendance will be recorded for each class. After five (5) unexcused absences, the student is in violation of state law and is referred to the attendance supervisor. The school day begins with homeroom at 7:44 a.m., with the students seated and prepared for the day. If a student arrives at SCMS after 7:49 they are considered tardy, and will need to sign in with the office. Consequences for repetitive tardies are as follows:

5 unexcused tardies = Lunch Detention (students will eat lunch separately from their peers)

10 unexcused tardies = 1 hour ISS

15 unexcused tardies = ½ day of ISS

20 unexcused tardies = 1 day of ISS

Please remember, students should be in their homerooms seated and ready for the school day at 7:49. The consequence path for tardies will start over each nine weeks. However, tardies will continue to count toward their overall attendance.

No absences will be excused without a parent note and/or a doctor's/dentist's excuse. Excused absences do not include family vacations, recreational activities, etc. **PLEASE NOTE:** After a student has 10 days of any combination of excused or unexcused absences, it will be necessary to present a doctor's/dentist's excuse note with each additional excused absence. **All excuses must be submitted within 10 school days.** If you call the office to report your child's absence we still require a valid written excuse. If one is not presented an unexcused absence will be recorded. Students who are out for three or more days should request a homework/classwork sheet. In order for a student to receive full credit, he/she must complete any missing assignments in a timely manner. The student will have as many days to turn in make-up work as the number of days missed. Students are responsible for making up ALL missed work. Extended absences will be viewed on an individual basis upon a written appeal by the parent/guardian concerning death in families, religious ceremonies, health problems, etc...

Perfect Attendance: The term "perfect attendance" implies that a student has not missed time in school. Therefore, only students who miss less than one school day or a combination of two or less tardies or checkouts will be counted as having perfect attendance.

Excessive Absenteeism: In the event that a student misses 5 or more unexcused days without adequate excuse, the student will be subject to the progressive truancy intervention plan.

Tier 1: A required parent conference and written attendance contract.

Tier 11: An assessment to determine the cause of the absenteeism and may lead to a referral to school and/or community services.

Tier 111: In the event that the unexcused absences continue or are not addressed by the parent/guardian, a referral to the truancy board will be made and may lead to the referral of juvenile court.

Time missed from school due to tardies, early dismissals, and excessive absenteeism may be a factor in promotion or retention.

Before School/After School Regulations

Students may not enter SCMS until 7:00 a.m. Students arriving at school before 7:30 a.m. are to go directly to the gym/cafeteria. They are not to go to the other parts of the building without permission from the bus duty teacher. If a student arrives at SCMS after 7:49 a.m., then the student must report to the office. Students who have not left the school by 3:05 p.m. are to report to afternoon bus duty.

After school activities pick-up

When students are picked up for an after school function such as dances, ball games, or movie nights, students must be picked up at the sports lobby entrance. Students who are walking home will need written permission and will not be released to walk until car pick-up traffic has diminished.

Behavior - Positive Behavior Support (PBS)

PBS is a positive disciplinary system that rewards and motivates students to take ownership of their learning, hold themselves accountable for their actions, and persevere through any situation. The SCMS Rules are called our **BRAVE EXPECTATIONS**. These expectations are posted throughout the school.

Positive Reinforcements: Students earn spirit tickets for behavior that reinforces the Brave Expectations. Students collect tickets and spend them in a variety of ways.

Corrective Steps: If a Brave fails to meet an expectation he/she may receive a major infraction along with an appropriate consequence. Students lose certain PBS privileges for major infractions. Two major infractions within the same nine weeks equal **NO SPECIAL ACTIVITIES. BUT EVERY STUDENT RECEIVES A FRESH START WITH EACH NEW 9 WEEKS.**

Pow-Wow/In School Activities

Students who have not met classroom responsibilities such as: behavior, classwork, homework, projects, have missing or failing assignments may not be allowed to attend such activities. All work must be turned in 2 days prior to the end of the quarter to attend a Pow-Wow. Work may still be turned in after that for his/her report card.

Cafeteria

SCMS operates on a closed lunch period. Students are not permitted to leave campus for lunch. Only school lunches and sack lunches from home will be eaten in the cafeteria. In order to promote the National School Lunch Program, deliveries and food from commercial restaurants will not be allowed during breakfast and lunch hours.

Sequatchie County School System operates under the CEP Provision that provides students with a breakfast and a lunch at no cost therefore there is no need for students to charge.

Students do have an option to purchase additional items. Any additional items purchased by a student other than a reimbursable Meal must have money in their account or in hand to cover the cost that will be required to be paid at the time of purchase.

School Staff is allowed to charge. Charges will need to be paid in full on the 15th of every month.

Head Start is allowed to charge meals. Elementary Cafeteria will send a bill to the Head Start Team Leader on a monthly basis and will need to be paid within 30 days of date billed.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary of Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202)690-7442; 3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Restrictions of Beverages/Drinks

The minimal nutritional standards of Tennessee's "School Vending Law" govern the types of food and beverage items sold during the school day (7:00 a.m. to 3:15 p.m.) in grades K-8. In unity with this law, SCMS students will be restricted in the types of beverages that can be brought to school. The students will be able to have water, in addition to items purchased at the school

store any time during the school day. The following types of drinks can be brought to school for lunch or break time:

Low calorie beverages (includes flavored, sweetened, and non-caffeinated water) that are non-carbonated and do not contain additional caloric sweeteners and/or more than 15 calories per serving.

Fruit and vegetable juices and blends are acceptable. Carbonated drinks such as Coke products, Pepsi products, etc., and beverages that do not meet the above guidelines are not allowed. Any variation from these restrictions must have prior approval by the administration.

The cafeteria rules and expectations are as follows:

1. Enter the serving line orderly and quietly.
2. Buy extra items as you go through the line. Students may not re-enter the serving area.
3. Talk in a normal voice to friends nearby; DO NOT yell across the table or the room.
4. Sit at the tables with feet underneath.
5. Each student is responsible for his/her own eating area (table & floor). Any food particles, cartons, or paper should be cleaned up.
6. Leave the cafeteria only when your table is called.
7. Food or drinks may not be taken out of the cafeteria.
8. Glass containers are not allowed.
9. No chewing gum in café.
10. Any student responsible for intentional damage to the cafeteria property WILL be held accountable for that damage.
11. The total amount charged for meals cannot exceed \$10.00.

Care of School Property/Vandalism

Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who disfigure school property, do other damage to school property or equipment, or do not turn in assigned books may be required to pay for the damage done or to replace the item. All charges must be paid before the student can receive their final report card or any other school records.

Any student involved in willful acts of serious vandalism while on school property may be suspended from attending school. The student may also be responsible for the cost of replacement and/or repairs.

Cell Phone/Electronic Device Policy

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disturbing the orderly operation of school. Sequatchie County Middle School has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours (7-4), at school sponsored activities, and on school transportation.

No electronic device shall be used during testing of any kind unless specifically allowed by statute, regulation, student IEP, or assessment directions.

The use of any electronic device is prohibited during school hours from 7-4. Electronic devices must be put away in lockers and powered off upon student arrival. These devices should remain in lockers throughout the day and be placed in backpack until student leaves the building. At no time may electronic devices be used in restrooms or locker rooms.

Students may not use electronic devices in a way that threatens, intimidates, humiliates, or harasses school-related individuals, including students, employees, and invitees, or violates local, state, or federal laws. Faculty, staff, and administration are authorized to confiscate any electric device from students who violate this policy. When any electronic device is confiscated, staff shall take reasonable measures to label and secure the device and bring it to the appropriate administrator as soon as the employee's duties permit.

- 1st offense - The device is logged with administration and may be picked up by the student at the end of the day.
- 2nd offense - The device is logged with administration and may be picked up in the office by a parent/guardian (or adult specified by the parent or guardian) 3 school days after it has been taken up. If a student's cell phone is taken up during the school day, that student has the option of paying \$20.00 to the office. THIS IS NOT A REQUIREMENT
- 3RD offense - The device may be picked up 3 school days later, and the student will serve 1 day ISS.
- 4th offense- The device may be picked up 5 school days later, and the student will serve 2 days ISS, and be written a major.
- After the 4th offense, any additional violation will be considered a Level III disciplinary action and will result in the phone being held until it is released to the parent/guardian on the last day of the school year.

Checks/Exchange of money

All checks written to SCMS are to be for deposit only. No checks will be cashed. No change will be given for any bill larger than five dollars.

Computer Use

SCMS has internet access in our classrooms, library, and computer labs for educational purposes. **Teachers may direct the use of the internet for instructional purposes.** Students will only be allowed to **personally** use the internet with parental permission through a signed internet use agreement. **Any tampering with hardware and files and any vandalism of equipment is considered a serious offense, and consequences may be administered.** Due to legal considerations and possible virus contamination, there will be no third party software/hardware in any Sequatchie County School system computer station/network.

Discipline

The following levels of discipline follow the Sequatchie County Board of Education's discipline procedure policy (6.313) which is designed to protect all members of the educational community in the exercise of their rights and duties.

Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing): Classroom disturbances, classroom tardiness, cheating and lying, abusive language, non-defiant failure to do assignments or carry out directions, harassment (sexual, racial, ethnic, religious).

Disciplinary Procedures:

Immediate intervention by the staff member.
Determine what offense was committed and its severity.
Determine offender and that he/she understands the nature of the offense. Employ appropriate disciplinary options.
Record of the offense and disciplinary action is maintained by staff member.

Options: Verbal reprimand, special assignment, restricting activities, assigning work details, counseling, withdrawal of privileges, issuance of demerits which might affect citizenship or department grades, strict supervised study, detention, corporal punishment, in-school suspension, out-of-school suspension.

Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but the educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing): Continuation of unmodified Level 1 behaviors, school or class tardiness, school or class truancy, using forged notes or excuses, disruptive classroom behavior, harassment (sexual, racial, ethnic, religious).

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.

Principal meets with student and teacher.

Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.

Principal takes appropriate disciplinary action and notifies teacher of action.

Record of offense and disciplinary action maintained by principal.

Options: Teacher/schedule change, modified probation, behavior modification, social probation, peer counseling, referral to outside agency, in-school suspension, transfer, detention, suspension from school-sponsored activities or from riding the school bus, corporal punishment, restricting school-related honors to which the student is otherwise due, out-of-school suspension not to exceed ten (10) days.

Level III

Acts directly against persons or property but, whose consequences do not seriously endanger the health or safety of others in the school.

Examples: Continuation of unmodified Level I and II behaviors, fighting (simple), vandalism (minor), stealing, threats to others, harassment (sexual, racial, ethnic, religious).

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action. Principal meets with student and teacher.

Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.

Principal takes appropriate disciplinary action. Principal may refer incident to director of schools and make recommendations for consequences.

If a student's program is to be changed, adequate notice shall be given to the student and his/her parents/guardians of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.

Any change in school assignment can be appealed to the Board. A record of the offense and disciplinary action will be maintained by principal or director of schools.

Options: In-school suspension, detention, corporal punishment, restitution for lost, damaged or stolen property, out-of-school suspension (not to exceed ten (10) days), social adjustment classes, transfer, expulsion.

Level IV

Acts which result in violence to another person or property or which poses a threat to the safety of others in the school: These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board.

Examples (not an exclusive listing): Unmodified Level I, II and III behaviors, death threat (hit list), extortion, bomb threat, *possession/use/transfer of dangerous weapons, assault, *battery, vandalism, theft/possession/sale of stolen property, arson, *possession/use/transfer of unauthorized substances, harassment (sexual, racial, ethnic, religious).

Disciplinary Procedures:

Principal confers with appropriate staff members and with the student.

Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.

Parents are notified.

Law enforcement officials are contacted.

Incident is reported and recommendations made to the director of schools.

Complete and accurate reports are submitted to the director of schools.

Student is given hearing before disciplinary hearing authority.

Options: Expulsion, alternative schools, other hearing authority or Board action which results in appropriate placement.

*Expulsion/remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis

Additional Guidelines:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade due to discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - A. Pay any activity fee;
 - B. Pay a library or other school fine; or
 - C. Make payment for lost or damaged school property.

Tennessee State Law mandates that school administrators protect the safety and educational environment of all students. Therefore, the principal/assistant principal reserves the right and authority as outlined by the Tennessee Code Annotated to declare the rules outlined here null and void should a severely disruptive behavior problem occur that mandates immediate action.

Non-repeat Minor Behavioral Problems

Each grade level is responsible for the consequences assigned due to minor behavioral problems.

ISS, Suspension, Alternative School, After School Detention, and Saturday School are forms of restrictive discipline. The student will be given assignments by all of his/her teachers and will be required to complete assignments under very structured supervision. Failure to adhere to the assigned placement policies may result in additional time or days. Students assigned to these placements are prohibited from participating in any normal school or extra curricular activities during the duration of the placement.

If no school due to weather/sickness, the bus and/or school suspension will roll over to the next day.

Dress Code

Tops: Any size appropriate top within the following guidelines:

- No Sleeveless tops, no visible undergarments, and no off-the-shoulder, deep-scooped necklines, or cleavage.
- The bottom of all tops including slits will fall below the belt line (even with arms fully raised). Proper undergarments must be worn at all times.
- **Tops covering leggings and/or jeggings must be no shorter than 2 inches above the knee.**

Bottoms:

- Cotton blend/corduroy, size appropriate for both waist and length, no wide leg. Belts must be worn if directed by the administration.
- Traditional regular cut (no oversized cargo pockets.) No "overall" clothing of any kind. No sweat, wind, jogging, or athletic pants, etc.
- Shorts to be knee length and no shorter than (2) inches above the back crease of the knee (including any split).
- **Again, all bottoms must be hemmed and size appropriate with no skin showing through or no see through material.**

Skirts/Dresses/Skortts: (any color)

- Must be knee length (no shorter than two (2) inches above the back crease of the knee, including any split).
- No sun dresses, spaghetti straps, backless dresses, or deep scooped necklines allowed (unless a sleeved shirt underneath.)

Shoes and Jackets/Coats:

- Shoes are to be worn at all times.
- No military style, steel toed boots **or muck boots**, no heel over three (3) inches, no open heel shoes without back straps, no Heelys (retractable rollers), and no light up shoes.
- Trench coats or any other outer garments that reach below mid-thigh are not allowed any time.

Gym Shoes for Class

Because of the wooden gym floor, all students will need a pair of appropriate shoes with Non-Marking soles. Personal articles such as glasses, wallets, pocketbooks, shoes, notebooks, etc. are not to be left unattended in the gym or locker rooms.

- Any shoes worn on gym floor must be athletic type shoes that are clean and free from debris. It is recommended to keep a clean pair in assigned locker for gym use only.

Headwear/Hair Styles/Makeup:

- No headgear of any kind such as caps, hats, toboggans, bandannas, armbands, or sunglasses. Functional hairbands / headbands are permitted.
- All students are to wear their hair in such a manner that is considered neat, clean, and the eyes are visible, and is not a distraction to the learning environment.
- No extreme makeup such as neon green, yellow, orange, black, etc... **No writing on body or clothes.**
- No removable tattoos except for special school events.

Jewelry:

- No visible piercing (ears only.) No "gages" or spike earrings. Any earrings or jewelry worn must be of a type that will not pose a threat to the student's safety nor be disruptive to the peace and good order of the school. Buttons/pins are permissible only for school-sponsored activities.
- Chains and attachable oversized belt buckles will not be used as a fashion accessory. This does not refer to jewelry, but to types of chains attached to a wallet, watch, used as a belt, etc. Necklaces are to be no longer than the mid-point of the chest. Rubber bands are not to be worn as jewelry.
- **Any dress apparel or jewelry worn to school that might indicate "gang affiliation" or dress apparel or jewelry worn to school that displays/advertises tobacco products, alcohol, profanity, drugs/drug paraphernalia, sexual themes or violence is prohibited.**

Dress Down Days/Special Events/Spirit Days/Picture Days

- Scheduling and dress for these days will be at the recommendation of the dress code committee and under the direction and discretion of the principal.

Special Needs Students

- The dress code may be waived for special needs students with approval of the building level principal. A copy of the student's dress code exemption will be kept on file.

Exemptions

- Each case will be dealt with on an individual basis.

The administration reserves the right to add or delete from the above code in order to maintain an educational environment.

Dress Code Violations:

- 1st & 2nd Offenses result in a warning, change clothes, and/or ISS
- 3rd Offense results in a major
- Each additional violation will result in further disciplinary actions.

Early Dismissals/Sign-Out Policy

An early dismissal occurs when a student leaves school before the end of the official school day. **If a student is picked up from school early, the person picking the student up must be on the emergency procedure card.** Also, the person picking the student up must sign the "sign-out" form in the office. Notes for early dismissals must have a contact phone number for parent/guardian verification or the note will not be honored. **Please do not check out a student from school after 2:00 p.m. unless absolutely necessary.** Consequences for repetitive checkouts are as follows:

5 unexcused checkouts = Lunch Detention (students will eat lunch separately from their peers)

10 unexcused checkouts = 1 hour of ISS

15 unexcused checkouts = ½ day of ISS

20 unexcused checkouts = 1 day of ISS

The consequence path for unexcused checkouts will start over each nine weeks for behavior. However, they will continue toward their overall attendance. Under no circumstances shall a student be dismissed from school prior to the end of the school day or into any person's custody without direct prior approval from the office. Any student who plans to leave early must provide permission from a parent/guardian. Any student leaving school with another student must provide the office with a written note from parents/guardian of each student involved. All notes and phone calls are subject to verification by the office prior to approval. **Notes must be turned into the office before school or upon arrival of a student in the event that he/she is late.** With approved permission, a student may leave at the designated time by signing out in the office. A student may be released early to a person with lawful authority to take custody of the student, e.g. a police officer with a warrant. In such case, the student's parent/guardian will be notified at the earliest possible opportunity.

Field Trips and School Activities

Any activity involving Sequatchie County Middle School groups must be approved by the principal and the transportation director prior to making definite plans for the event. All school rules apply to any school-sponsored activity or trip. SCMS must have a permission/field trip policy form signed by the parent/guardian before any student is allowed to attend a field trip or other off-campus activity. Student participation is dependent on ongoing school behavior and attendance prior to the trip/activity as outlined on the permission/field trip policy form. **A parent may not bring another child to accompany the field trip that is not a member of that class.**

Fire, Tornado, and Severe Weather Drill

Fire and Tornado drills are held at intervals throughout the school year. Remember the basic rules:

1. Check the instructions posted in each classroom indicating how to evacuate in case of fire or tornado.
2. Walk. No talking. Move quickly to the designated area.

Food/Drinks in the Classroom

Any items sold in the school store will be acceptable in the classroom with teacher permission. Drink containers must be airtight and sealable. Any water bottle used inappropriately will be prohibited.

Fundraising Activities

All fundraising activities must be approved by the activity/team sponsor and submitted to the principal for approval. Individual students or groups of students are not allowed to conduct sales for personal gain. All projects should give fair return in service or products for money received. An activity form is to be submitted to the principal for each project and must be approved in advance.

Grades - Grading Scale - Academic Achievement

The following is the grading scale adopted by Sequatchie County Middle School:

A= 93-100 B= 85-92 C= 75-84 D= 70-74 F= below 70
P= Pass I= Incomplete

Generally, all grades will be recorded on the grade card as numerical grades, and no grade over 100 will be given. The exception is that the teachers may assign either a numerical/letter grade or a pass/fail grade. Teachers are to grade and return student tests or work in a timely manner. Teachers are encouraged to share the evaluation information with the parents/guardians.

Each teacher will develop an age and grade level appropriate homework policy. The IEP team will have governing power over all special education students.

- **Star roll is comprised of students achieving 93% or above in all subjects during a nine-week period.**
- **Honor roll is comprised of students achieving 85% or above in all subjects during a nine-week period.**
- **Merit roll is comprised of students achieving 80% or above in all subjects during a nine-week period.**
- **The presence of an incomplete (I) on the grade card will disqualify a student from the star, honor, merit roll for that nine weeks.**

Grades - Incompletes

It is expected that all assigned work will be completed within the time frame and to the standards established by the teacher. After these deadlines, all incomplete work will receive a grade of zero. Incomplete assignments that are due to extended absences caused by health problems, death in the family, etc..., will be considered on an individual basis upon a written request by the parent/guardian.

Hands-Off Policy

Physical contact used as a form of violence, bullying, retaliation, or obvious open display of affection (kissing, hand-holding, arms around each other, etc.) is not appropriate in the school environment. Therefore, SCMS will have a "Hands-Off" policy that applies to all students.

Homeless Education Programs

The purpose of the Tennessee Homeless Education Program is to develop educational programs that meet the unique needs of homeless children and youth. Because homeless children face many obstacles to an appropriate education, such as lack of transportation, frequent school changes, and emotional stress, special programs are needed. The McKinney-Vento Homeless Act ensures these children receive the programs they need. An approved policy is on file at the Board of Education. Please contact Michael Swafford or Rhonda Harmon at 949-3617, if you need assistance.

Illness Policy

Guidelines for the exclusion and readmission to school due to illness:

Fever (average oral temperature is 98.6 degrees F)

- A. Low grade (oral temperature 99.5 to 100.9 degrees F):
 - i. The school nurse or front office staff will notify the parent/guardian of students with a low-grade fever.
 - ii. Students with low-grade fever may remain in school if no other symptoms are present.
 - iii. Students will be sent home from school with low-grade fever if other symptoms (e.g. cough, sore throat, abdominal discomfort, headache, etc.) are present.
- B. High-grade (oral temperature 101 degrees F or greater):
 - i. Students will be sent home from school for a high-grade fever.
 - ii. **Students may not return to school until fever free for 24 hours.**
 - iii. Students will not be dismissed to the bus with a high-grade fever.

Immunizations

Due to state law, SCMS will not register any student who does not have proof of the second MMR immunization or any 7th grade student who does not have proof of adequate Hepatitis B, TDAP and the 2nd chicken pox immunization. If you are not sure that your student meets the requirement, please check with the health department or your personal doctor.

Inappropriate Items

Items that present a safety problem or hinder student learning are not allowed at any time or at any school function. These items will be confiscated and will be picked up only by the student's parent or guardian.

Any weapon or object utilized as a weapon will not be returned by the school. Disposal of said weapon or object utilized as a weapon will be determined by the SRO and Sheriff's Department of Sequatchie County.

If a student brings an inappropriate item without teacher permission, the item will be confiscated and sent to the office. For a first offense, the student may pick up the item at the end of the school day. For a second offense, the student's parent/guardian may pick up the item at the end of the school day. Any other offenses will result in the item or items remaining in the office until the end of the current school year and may only be picked up by the student's parent/guardian. The use of electronic devices (personal CD players, handheld video games, etc.) at school or on school field trips will be allowed under the following conditions:

1. The teacher(s) in charge of the trip has given written permission.
2. As stated previously, the devices are the sole responsibility of the student. SCMS is in no way liable for breakage or theft.
3. Upon request of the teacher(s) in charge, the student will put away the device and/or leave the device on the bus.

Library

The library is open daily from 7:30 a.m. - 2:40 p.m. for book checkout and computer use. A limit of two books per student can be checked out for two weeks. Magazines may be checked out overnight

Lockdown/Emergency Codes

Code: "Lockdown" - Conditions are unsafe for any movement anywhere by any person. Stay out of hallways and open areas. Place the students in the most secure areas of the rooms. STAY PUT UNTIL FURTHER NOTICE. Crisis Management team will be notified when to report.

Code: "All Clear" - Used to end lockdown.

Lockers

Lockers are available for student use and are assigned at the beginning of each school year. Only locks issued by SCMS may be used on the lockers. The student to whom a locker is assigned is responsible for its contents and any damage to the lock and/or locker. Sequatchie County Middle School is not responsible for any damaged, lost/misplaced, stolen, etc. belongings. **No covering which obstructs frontal view into the locker is to be used.** Locker searches will be conducted periodically. (Refer to Visitor/Security Policy)

Medical/Prescription and Non-Prescription Drug Policy

A state law and board policy has been passed concerning the giving of medicine to students at school. We cannot allow students to bring prescription medicine to school.

THE PARENT OR GUARDIAN MUST BRING THE MEDICINE TO THE SCHOOL OFFICE IN THE ORIGINAL, PHARMACY LABELED CONTAINER. This container must display the following:

1. Student's name
2. Prescription name
3. Medication name and dosage
4. How it is to be given
5. Date
6. Doctor's name
7. Pharmacy name, address & phone.

A special medicine form must be filled out by the physician and parent and kept in the school office. Parents should consult their physician to see if it would be possible to give medication outside of school hours. The only exception to this policy is the use of asthma-related inhalers. A student who has a doctor's permission on file at SCMS may carry their inhalers at all times. Inappropriate use of the inhalers may result in the individual student losing this privilege. **The school can not seek approval over the telephone to give any medication.** Students are not to carry non-prescription drugs to school. These medicines must also be brought to the school office by the parent/guardian, who will fill out a non-prescription drug card in the office.

The medicine will be in the original container with the child's name affixed. It is the responsibility of the parents to pick-up any remaining or unused medication at the end of the school year. The medications will not be stored for the summer, but will be disposed of in the proper manner.

No-Bullying Policy

SCMS recognizes bullying behavior as a word, look, sign, or act that is used unfairly and repeatedly to hurt someone else. This behavior can be physical, emotional, or social in scope. Such bullying behavior is not accepted or tolerated in our school. The rules concerning this behavior will be strictly enforced per the discipline code.

Cyber Bullying: The Sequatchie County Schools reserve the right to discipline students for actions taken off-campus if they are intended to have an adverse effect on students and/or school personnel. The safety and well-being could result in disciplinary action taken by administration.

Parent Pick-Up of Students

All students will be dropped off /picked up at the front of SCMS. Students are not to cross traffic routes or driveways during this time. If you have other students at SCHS, we have a policy where we can walk your SCMS student to SCHS at 2:44 to meet you at your convenience, but you must have a permission form signed and on file in the office. The students will be brought back to SCMS if they are not picked up by 3:00. If there is inclement weather, you will have to pick up your student at SCMS.

Passes

Any student temporarily excused from a class by the teacher must carry a pass.
No student is to leave campus before the end of the school day without permission from the school office.

Planners

A planner is provided to all students and must be taken daily to each class. If the planner is lost, the student must purchase another one for the cost of \$5.00.

Report Cards/Notices of Concern/Progress Reports

Report Cards will be distributed at the end of each nine weeks term. These cards are regarded as school records. Any student changing grades on the report cards will be subject to disciplinary action. Parents are asked to sign and return the report card every nine weeks. Notices of Concerns and/or Progress Reports are issued after the fourth week of each nine weeks term. These notices are sent home if a student is in danger of failing, does not complete classwork and/or homework, or is a consistent behavioral problem.

School Bus Rules and Policy

1. The students will board the bus in an orderly manner, be seated and remain seated until they reach their destination. **No standing or switching seats is allowed.** The driver may assign seats.
2. There will be no loud talking or unnecessary noise on the bus.
3. Throwing objects on the bus or out the windows is not allowed.
4. No head, arms, hands, etc. will be out the windows.
5. No eating, drinking, smoking, cursing or fighting on the bus.
6. In normal weather conditions, children should be visible to the driver at their normal pickup time and place.
7. Students must stand clear of traffic lanes while waiting for the bus. If students cross the road getting on or off the bus, they should make sure traffic has stopped and walk at least twelve (12) feet in front of the bus upon receiving a signal from the driver.
8. Children will not be allowed to get off the bus except at school and at their regular stop without written permission from the parent/guardian and the principal. When a child is going home with another child, written permission must be obtained from the parent/guardian of each child.
The permission note must be taken to the office prior to the start of school. The office will issue a bus pass which will be presented to the bus driver.
9. Students will not cut, mark, or disfigure the bus in any way. Intentional vandalism to a bus will result in an automatic bus suspension for a period of time to be determined by the severity of the offense.
10. Objects, such as balloons, etc. that may obscure the driver's view are not to be taken on the bus.
11. In addition to any rules set forth by the bus driver, all school rules will also be enforced. Any student in violation of these rules will be reported to the principal/vice principal for disciplinary action. The first offense is a minimum of a three day suspension, five days for the second offense, and 10 days for the third offense. Any subsequent offenses will result in the student being barred from all buses for the remainder of the school year.
12. **The bus driver is in charge of his/her bus and is to be obeyed.**
These rules will be enforced!

School Bus Safety Complaint Procedures

In the event that a safety concern should arise involving a school bus driver, a report should be made to the transportation supervisor, Melissa Cordell. Written complaints shall be submitted on forms located on the district website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor. Complaints may be made via phone by dialing (423)949-3617. To access the online complaint form, go to the website www.sequatchieschools.net and click on departments. Then choose transportation and scroll down to related links. Click on 'Complaint Form'. Download and complete the form and return it to the transportation supervisor at P.O Box 488, Dunlap, TN 37327 or email it to mcordell@sequatchie.k12.tn.us. The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four hours of receipt and shall submit a preliminary report to the director of schools within forty-eight hours. Within sixty days, the transportation supervisor shall submit a final written report to the director of schools.

School Cancellation

Sequatchie County Middle School needs your help to let the students know what to do in the event school is cancelled while they are at school. PLEASE DO NOT TELL YOUR STUDENT TO JUST CALL YOU. SCMS has only 3 telephone lines. There may not be enough time or a free line to call you. Students who ride with their parents should have a bus that they can ride to their house in case their parents cannot be notified. Please develop a plan and make it clear to your student what he/she is to do. This plan must be on file at SCMS. In case of school cancellation, parents will be notified by Skyward messenger system.

School Counselor

The school counselor is available for assisting students with academic concerns, career choices and other emergency situations. Parents may contact this office at 949-4149.

School Psychologist

The school psychologist provides services that may include individual testing, counseling, referrals, evaluations, and meetings with parents to plan the best educational setting for students. The school psychologist also works with a team of professionals to determine if a student qualifies for special education services.

Substitute Teaching

If you are interested in being a substitute teacher, please call Sequatchie County Board of Education at (423) 949-3617 for more information.

Telephone Use

The office phone is a business phone. Students should only request to use the phone in case of an **EMERGENCY** and will inform the office staff of any phone use. They will receive a phone pass from their teacher based on the grade level requirement and will sign the phone log prior to making the call. If this privilege is abused, the administration may direct the office staff to make calls for the student. **No phone pass will be issued to a student after 2:30. All transportation arrangements should be made prior to the school day.**

Testing for Drugs and Alcohol

According to school board policy 6.3071, all students shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is reasonable cause.

Textbooks/Library Books

Textbooks used at SCMS are purchased with state funds and are the property of the Sequatchie County Board of Education. All books are identified by an inventory number. Students must not exchange books with other students or change inventory numbers. Any student who loses or damages a textbook, library book, or magazine may be required to pay the replacement cost. The following penalties may be imposed for refusal to pay:

1. Withholding grade cards or transcripts until payment is made by student.
2. Additional textbooks /library books will not be issued until payment is made.

Tobacco Act: Youth Access

No one under the age of eighteen (18) years of age shall possess a tobacco product. The Tennessee Legislature has amended Tennessee Code Annotated Section 39-17-1505 to read:

- (A) It is unlawful for a person who has not attained eighteen (18) years of age to possess a tobacco product or to purchase or accept receipt of a tobacco product.
- (B) Any person who violates this section shall be issued a citation by a law enforcement officer or school Principal who has evidence of the violation. The citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred. The tobacco product shall be seized as contraband by the officer or school principal.

- (C) Violation is a civil offense, the penalty for which is a civil penalty of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00). The Juvenile Court may, in its discretion, also impose community service work not to exceed fifty (50) hours for a second or subsequent violation within a 1 year period.
Consequences will be enforced.

Unpaid Bills

Students who have a financial obligation to the school may be required to make payment before receiving grade cards, correspondence, or transcripts for enrolling the next year.

Visitors/Security

All visitors must report to the office.

1. SCMS encourages and welcomes parental involvement and support. However, due to concerns involving school security and the necessity to protect the instructional process, parents must schedule an appointment with the teacher and have prior approval from the administration for classroom visitation.
2. **The only entrance for visitors/parents will be through the school lobby.** Doors other than the main lobby doors will remain locked at all times.
3. All parents or emergency contacts must pick up the student from the office.
4. Friends, relatives, and students from other schools may not visit during lunch or class times without permission from administration.

Students and visitors shall be made aware of state and local laws which were created to insure a safe learning environment.

1. Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property which is not properly in the possession of the student (stolen property).
2. Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.
3. State Law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3000) for carrying weapons on school property.
4. No person shall enter onto the grounds or into the building of any school during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Withdrawing from School

If a student should move or withdraw from school, it is the parent's responsibility to notify the school counselor, secure a checkout sheet, and have it signed by each teacher. In order to have the student's record cleared, it is necessary that all textbooks and library books be returned and any outstanding balances be paid.

Zero Tolerance Policy TCA 49-6-3401 (G)

Any student committing battery upon any teacher, principal, administrator, or any other employee of a local education agency or possessing unauthorized substance or legend drugs, or possessing/using/transferring dangerous weapons shall be expelled/remanded for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis. For purposes of this section "expelled" means removed from the pupil's regular school or removed from school attendance altogether, as determined by the school official. Nothing in this section shall be construed to prohibit the assignment of such students to the alternative school.

Compliant Managers at the Sequatchie County Board of Education are:

**Mr. Pete Swafford and Mrs. Marsha Talley
(423 949-3617)**

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 7th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-532-9412

West Tennessee Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301
Phone: 731-265-0415
Fax: 731-265-0419

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee

Is on the Internet at

<http://www.thearctn.org/>

44 Vantage Way, Suite 550
Nashville, TN 37228

Phone: 615-248-5878 Toll Free: 1-800-835-7077

Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)

Is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greenville, TN 37745

West Tennessee
901-726-4334

Jacqueline.sakho@tnstep.org

Middle Tennessee
615 463-2310

steven.glowicki@tnstep.org

East Tennessee
423 639-2464

Karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A)

Is on the Internet at <http://www.dlactn.org>

2416 21st Avenue South, Suite 100
Nashville TN 37212

615-298-1080
615-298-2471 (TTY)
615-298-2046 (FAX)
1-800-342-1660

Tennessee Voices for Children

Is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee
(Jackson Area)
731-984-8599
Fax: 731-984-8575

Middle Tennessee
701 Bradford Ave
Nashville, TN 37204

615-269-7751
Fax: 615-269-8914
TN Toll Free: 800-670-9882
Email: TVC@tnvoices.org

East Tennessee
(Knoxville Area)
865-523-0701
Fax: 865-523-0705

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-Disability Pathfinder

Database:
<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Update 5/31/2019

