

SCMS  
RISING ABOVE THE REST

2024-2025

Sequatchie County Middle School  
7079 SR 28  
P.O. BOX 789  
Dunlap, Tennessee

<http://www.sequatchieschools.net>

Updated 6/27/2024

# **Student and Parent Handbook**

Please visit our School website @  
[www.sequatchieschools.net](http://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](http://www.tn.gov)

[www.ixl.com](http://www.ixl.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 extracurricular 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 (3 hrs. 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 60 average in all subjects. Any player who fails to maintain a 60 average at any time within a grading 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 60 or higher in that subject. If he/she fails to achieve a 60 average, they will be suspended from the team until the end of the grading period (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.

Think hard before you decide to go out for a sport. Athletics takes a lot of hard work, time, and dedication. A student has 10 days from the first day of the regular season to practice with a team and leave the team without consequence. Any participant who quits a sport after the 10 day "grace period" will not be allowed to participate in any other sport until the season has ended in the sport which he/she quit. The only expectation to this will be if he/she quits upon the recommendation of the coach (dismissed). An athlete will be reinstated to the athletic program only with the approval of the Athletic Director and the head coaches involved. The athlete must receive approval and then make up the work or conditioning that was missed before he/she will be reinstated in the program.

SCMS offers sports activities in football, basketball, softball, baseball, volleyball, soccer, and cheerleading for grades 6-8. 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.

## **Interscholastic Athletics**

### **Personal Conduct at Sporting Events**

Good sportsmanship and appropriate personal conduct are expected from all student athletes, coaches, and spectators. In the event any student of Sequatchie County



Schools behaves in a manner that violates Code of Conduct outlined in student handbooks, the school administration will impose appropriate discipline. Additionally, if any spectator, whether student or adult, behaves in a manner that results in TSSAA imposing a fine on the school for unruly behavior, then any such person will be barred from attending any extracurricular activities of the Sequatchie County Schools until such fine has been reimbursed to the Board.

### **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 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 grading period. 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...

**Excuses can be emailed to our office email. [scmsoffice@sequatchie.k12.tn.us](mailto:scmsoffice@sequatchie.k12.tn.us)**

**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 I: A required parent conference and written attendance contract.**

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

**Tier III: 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 tardiness, 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 or ball games, 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 grading period equal **NO SPECIAL ACTIVITIES. HOWEVER, EACH STUDENT RECEIVES A FRESH START WITH EACH NEW GRADING PERIOD.**

### **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 15<sup>th</sup> 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 the date billed.

### **Cafeteria Non-Discrimination per USDA**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex, (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or the USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339.

**The Nondiscrimination Statement (NDS) language that was the subject of litigation has been resolved.** Accordingly, all Tennessee SFAs operating under USDA programs will need to begin using the updated language from the USDA in accordance with their individual Program Agreements. Please [click here](#) for the Nondiscrimination Statement with the updated language.

Please note that the state agency is providing a flexibility related to the NDS during SY23-24 scheduled Administrative Reviews. There will be no findings associated with the use of either the old or new NDS statements. However, a NDS still needs to be utilized when necessary. The flexibility will expire June 30, 2024.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

2. fax: (202) 690-7442; or

3. email: [program.intake@usda.gov](mailto: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.

**Bringing in drinks and fast food (e.g. McDonalds) to eat during school hours is prohibited. Such food and drinks should be consumed before drop off.**

### **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 (phone, smart watch, airpods) 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 a backpack until the student leaves the building. At no time may electronic devices be used in restrooms or locker rooms.**

**Again, this includes phones, smart watches, and airpods.**

**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.**

- 1<sup>st</sup> offense – The device is logged with administration and may be picked up by the student at the end of the day. An email / phone call will be sent to the parent/guardian.
- 2<sup>nd</sup> offense – The device is logged with administration and may be picked up by a parent/guardian (or an adult specified by the parent/guardian) up to one hour after dismissal. An email / phone call will be sent to the parent/guardian.
- 3<sup>rd</sup> offense – The device is logged with administration and must be brought to the office each morning by the student to be logged and secured for 3 consecutive school days after it has been taken up. The device will be given to the student each afternoon before dismissal.
- 4<sup>th</sup> offense – The device may be picked up 3 school days later, and the student will serve 1 day ISS. 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 and can take it home at the end of that school day. Payment will be logged and receipt given. **THIS IS NOT A REQUIREMENT.**
- 5<sup>th</sup> 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 5<sup>th</sup> 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.

### **Code of Conduct**

Individuals who come onto school property are expected to behave accordingly.

#### **Will-**

- Model appropriate behaviors
- Display good character
- Follow all school rules

#### **Will not-**

- Curse or use of obscenities
- Disrupt or threaten to disrupt school operations
- Act in an unsafe manner to threaten the health or safety of others
- Verbal or written statements or gestures indicating intent to harass or harm an individual or property
- Physical attacks intended to harm an individual or substantially damage property

### **Consequences**

The principal/designee has the authority to exclude from the school premises any person disrupting the education programs

### **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 and Chromebook 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.

Teachers will have a set of Chromebooks to be used as a classroom resource. Chromebooks may occasionally be checked out from the school for educational purposes at the discretion of the **homerom teacher**, school and/or of the Technology Coordinator.

### **Chromebook Use**

The Student agrees to:

- Take good care of the Chromebook in all locations.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Behavior Guidelines.

Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship practices with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.

### **Discipline**

The following levels of discipline follow the Sequatchie County Board of Education's discipline procedure policy (6.300) 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 the 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.

Parent contact.

### **Level II**

Parent contact has been made and level 1 behaviors continue.

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 for more than 10 active school days, may be appealed to the Discipline Hearing Authority. A record of the offense and disciplinary action will be maintained by the 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:**

- 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, leggings, pajamas, yoga or athletic pants, swim trunks, etc.**
- Shorts to be knee length and no shorter than (2) inches above the back crease of the knee (including any split). **No sweat, wind, jogging, leggings, pajamas, yoga or athletic pants, swim trunks, etc.**
- **Again, all bottoms must be hemmed and size appropriate with no skin showing through or no see through material except knee or below.**

**Skirts/Dresses/Skort: (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 the gym floor must be athletic type shoes that are clean and free from debris. It is recommended to keep a clean pair in the 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 extreme piercing (ears & nose 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 midpoint 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:**

- **1<sup>st</sup> & 2<sup>nd</sup> Offenses result in a warning, change clothes, and/or ISS**
- **3<sup>rd</sup> 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 grading period 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/guardians 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. **We request that there is no parent pickup after 2:00 pm. Exceptions may be made if a note is brought in prior to checkout but it must be approved by the administration.** 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 a case, the student's parent/guardian will be notified at the earliest possible opportunity.

### **English Learners**

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners ("EL") shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student's surname or EL status. Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two weeks of a student being placed in a language instruction educational program (LIEP). Parental involvement will be encouraged, and parents will be regularly apprised of their child's progress.

### **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. As stated in our field trip policy, no refunds will be given.**

### **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 see-through, 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= 90-100   B= 80-89   C= 70-79   D= 60-69   F= below 60**  
**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 90% or above in all subjects during a nine-week period.**
- **Honor 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 or honor 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. Students in violation will be reprimanded according to the consequence path.

### **Homebound Instruction**

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by a physician as having a medical condition that prevents him/her from attending the regular instructional program. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Recertification shall be obtained after the expiration of each period of homebound instruction if the student's physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to the regular instructional program.

Reference Policy 4.206

### **Homeless Students**

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths. Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence. Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment. Parents/guardians are required to submit contact information to the district's homeless coordinator. Reference Policy 6.503

### **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 2<sup>nd</sup> 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.

Perfume, cologne, and any other fragrance spray is not allowed.

Any weapon or object utilized as a weapon or having the appearance of a weapon such as a toy gun 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.

### **Legal Name**

**Use of name on birth certificate:**

A student shall be enrolled in the name that appears on the student's certificate of live birth or certificate of birth by adoption if the adoption occurs prior to the child's entrance into school. The student shall be known by that lawful name in all facets of school records, report cards, student testing and any school activities. Name changes due to marriage of a student will be entered on the student's record upon receipt of a marriage certificate. Court-ordered name changes will be entered on the student's record upon receipt of the appropriate court document.



## **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. The 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 (6.405) 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. Lessons for staff and students will be held to understand teasing, harassment, and bullying behaviors. Situations and strategies will be discussed to help students navigate. Staff and students will work together to help come to a solution or determine if a report is needed. 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 interference in 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 for the first and last grading period. These cards are regarded as school records. Any student changing grades on the report cards will be subject to disciplinary action. Notices of Concerns and/or Progress Reports are issued halfway through the grading period. Parents are asked to sign and return the progress report.. 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. **Grades are always available through Skyward.**

### **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.
  - 1st offense is a one day bus suspension.
  - 2nd offense is a three day bus suspension.
  - 3rd offense is a five day bus suspension.
  - 4th offense is a ten day bus suspension.
  - 5th offense 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.**

**The principal/assistant principal or assigned designee has disciplinary discretion.**

### **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, Scotty Holland. 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](http://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 [scottyholland@sequatchie.k12.tn.us](mailto:scottyholland@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 Bus Seat Belt Use Policy

A. It is the goal of the Sequatchie County Schools' Transportation Department to provide the safest transportation system available. It is a requirement of the Transportation Department that any student being transported by a school bus in the district that is equipped with seat belts must use the seat belts and/or integrated child-safety seats. Bus drivers will announce before leaving that all students shall be in their seats with their seat belts fastened. Students refusing to use seat belts in a legal and safe manner will be subject to their school's disciplinary policy.

A. Bus drivers and aides will be trained annually on the required use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, bus drivers and aides will be trained annually on the consequences for noncompliance with this policy.

B. Parents and students will be trained annually on the proper use of seat belts on buses that are equipped with seat belts and/or integrated child-restraint seats. Additionally, parents and students will be trained annually on the consequences for noncompliance with this policy. Seat restraint use is mandatory on buses equipped with seat belts.

#### **School Cancellation**

Sequatchie County Middle School needs your help to let the students know what to do in the event school is canceled 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**

A school psychologist works with students, parents, teachers, and staff to support students' ability to learn and teachers' ability to teach. The school psychologists' primary role in Sequatchie County consists of comprehensive evaluations. This may include individualized cognitive assessments, academic achievement assessments, early childhood development assessments, autism assessments, language assessments, observations, interviews, adaptive behavior assessments, social-emotional assessments, parent input, teacher input, as well as language or motor assessments. These evaluations help to determine if a student meets the State of Tennessee criteria as a student with an educational disability and if a student is receiving all the services and or accommodations they need to meet grade level curriculum and to help determine if the student may need a 504 plan or Individual Education Plan. In addition, school psychologists may provide direct support to students, consult with teachers, families, and other school-employed mental health professionals (i.e., school counselors, school social workers, and behavior support personnel) to improve support strategies, work with school administrators to improve school-wide practices and policies, and collaborate with community providers to coordinate needed services.

### **Student Insurance**

#### **HSR/Mutual of Omaha Voluntary Student Athlete Insurance**

Health Special Risk, Inc. is offering two options for supplemental student accident insurance.

**AT-SCHOOL COVERAGE:** At-School Coverage provides protection for students enrolled full time in Kindergarten through 12th grade during regular school hours for the entire school year.

**24-HOUR COVERAGE:** This coverage provides protection 24 hours a day, seven days a week for any covered student accident that occurs anywhere, not just on school grounds. The premium for either option is paid annually. This one time payment provides coverage for the entire year. Both coverage options provide protection beginning from the date of enrollment in the plan. Supplemental student accident insurance is applicable for any covered activity including while students participate in school sports. Certain exclusion and limitations apply. Please read the policy information carefully for an overview of the plan. If you wish to purchase this coverage, here is how to enroll: Go to: [www.K12StudentInsurance.com](http://www.K12StudentInsurance.com)

**PLANS OFFERED:**

24-Hour

24-Hour Summer Only

At School

High School Football

Spring High School Football

Extended Dental

### **BERKLEY/CAMBRIDGE Student Accident Insurance**

The coverage is intended to help cover medical expenses related to a covered injury that results from participation in the school's activities. The policy pays after any other valid/collectible insurance that the student carries. It is designed to cover expenses left to the patient's responsibility on their primary insurance.

Explanation of Benefits (EOB), such as co-pays, deductibles and coinsurance for eligible medical treatment are subject to policy limitations and exclusions.

Questions: Please contact Customer Service Department at 855-868-7554

EMAIL:INFO@CAMBRIDGEADMINISTRATORS.COM

### **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 must call from the office phone. 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 2:00. 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 the student.
2. Additional textbooks /library books will not be issued until payment is made.

### **Title IX & Sexual Harassment**

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or

transportation, or at any official school bus stop in accordance with federal law.  
Reference Policy 6.3041

Any individual may contact the Title IX Coordinator at any time using the information below:

Title: Melissa Cordell/Title IX Coordinator  
Mailing address: P.O. Box 488, Dunlap, TN 37327  
Phone number: (423)949-3617  
Email: [mcordell@sequatchie.k12.tn.us](mailto:mcordell@sequatchie.k12.tn.us)

### **Tobacco Act: Youth Access**

No one under the age of twenty one (21) 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 twenty one (21) years of age to possess either a tobacco, smoking hemp, or vapor product, to purchase or accept receipt of either product, or to present or offer to any person any purported proof of age that is false, fraudulent, or not actually that person's own for the purpose of purchasing or receiving any tobacco, smoking hemp, or vapor 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 the juvenile court for the county in which the violation is alleged to have occurred. At the time of issuance of the citation, the product shall be seized as contraband by the law enforcement officer or school principal.

Due to an increase in students caught in possession of or using vape products and THC derivatives, the Sequatchie County Board of Education has approved a change in our handbook (6.300) with the discipline related to these products. All products are subject to be tested.

Possession and/or use of any tobacco products or paraphernalia results in the following:

- 1st Offense: 5 days in ISS
- 2nd Offense: 10 days in Alternative School

Possession and/or use of any THC derivative results in the following:

- 1st Offense: 45 days in Alternative School
- 2nd Offense: 90 days in Alternative School or until the end of the school year.

**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. Anyone entering the building will have to provide their driver's license to be scanned into our Raptor system.
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:  
Mrs Sarai Pierce and Dr. Melissa Cordell  
(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, 7<sup>th</sup> 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](mailto: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](mailto:Jacqueline.sakho@tnstep.org)

Middle Tennessee  
615 463-2310  
[steven.glowicki@tnstep.org](mailto:steven.glowicki@tnstep.org)

East Tennessee  
423 639-2464  
[Karen.harrison@tnstep.org](mailto:Karen.harrison@tnstep.org)

**Tennessee Protection and Advocacy (TP&A)**

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

2416 21<sup>st</sup> 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](mailto: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/tidir/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.

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