

# Harpeth Middle School 2015-2016 Student Planner



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## **This Agenda Belongs to:**

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Homeroom \_\_\_\_\_

## **Mission Statement**

The mission of Harpeth Middle School is to see all students reach their potential while preparing for high school.

## **Vision Statement**

The vision of Harpeth Middle School is to support students in their journey to become lifelong learners by providing a safe and secure environment in which to grow intellectually, physically, emotionally, and socially.

## **Welcome from the Administration**

Welcome back to school! We hope that you enjoyed your summer break and are ready to get back into the routine of school. Our goal at Harpeth Middle is to meet the needs of all students. We hope that at the end of this year, you will be able say that we have met your child's needs and have exceeded your expectations of us. Harpeth Middle has a phenomenal staff, all of whom work hard at providing a stellar education to our students. We expect students to work equally as hard as our teachers. Learning math, language arts, science, and social studies is like anything else in life – you will get out of it as much as you are willing to invest in it. Please encourage your child daily to come to school prepared and ready to work hard.

The administration, teachers, and staff at Harpeth Middle are excited about this new school year. We thank you for entrusting your children to us for 35 or more hours a week; it is a responsibility we do not take lightly or for granted. If you ever have questions or concerns, please do not hesitate to contact us. We hope you have a great year!

Sincerely,

*Scott Adkins*

Principal

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## **Harpeth Middle School School Counseling Department**

### **Beliefs**

The school counselors in the Harpeth Middle School Counseling Program believe:

- All students can achieve and meet high standards that will result in college and career success.
- Student developmental needs are best met by implementing a comprehensive school counseling program.
- School counselors must be leaders, advocates and collaborators who create equitable access to rigorous curriculum and opportunities for self-directed personal growth for every student.
- Student achievement is maximized by participation in a comprehensive school counseling program that is planned, managed, delivered, and evaluated by licensed professional school counselors.
- Data must be analyzed and translated into goals that guide the development of the comprehensive school counseling program promoting student achievement.
- Applying the American School Counselor Association Ethical Standards for School Counselors empowers school counselors to make decisions based on the highest moral principles to promote the maximum development of every student.

### **Mission**

The Harpeth Middle School's Comprehensive School Counseling Program will provide support for all students by promoting and facilitating their academic, personal/social and career development as the students prepare for high school, college, and careers.

### **Vision**

As a result of the implementation of the Harpeth Middle School's Comprehensive School Counseling Program, all students will be academically prepared, well-adjusted members of society, lifelong learners and productive citizens.

### ***Glossary of Services***

**Consultation:** Helping children develop to their fullest potential is best accomplished when people work together. For this reason, the counselor consults with teachers and parents to plan appropriate services for every child.

**Group Counseling:** In some instances, students help each other by working in small groups with leadership from a counselor.

**Group Guidance:** The school counselor meets with classes to help students learn specific information about themselves and their development.

**Individual Counseling:** The school counselor provides individual sessions for students to assist with a variety of educational and personal concerns.

#### The Benefits of the Counseling Program

- Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across their life span.
- Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.
- Students will understand the relationship of academics to the world of work, and to life at home and in the community.
- Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
- Students will understand the relationship between personal qualities, education and training, and the world of work.
- Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.
- Students will make decisions, set goals, and take the necessary action to achieve goals.
- Students will understand safety and survival skills.

## Procedures and Information

**Visitors** - You are always welcome to visit the school. For the safety and well-being of our students, **ALL VISITORS** must sign in at the front office, pick up a visitor's pass, and sign out when you are ready to leave. If you need to see your child's teacher(s) you will need to make an appointment to see them during their planning time. Please do not show up unannounced and expect to be able to meet with a teacher. You will be asked to schedule a time to meet and come back at that date and time.

**Eating Lunch with Your child** - You are always welcome to come and eat lunch with your child. We have a designated area for you to sit with your child and one of their friends. We want you to be able to enjoy your time with your child and want your visit to be a special time for you and your child. Be sure to sign in at the office and then enjoy lunch. Please stay in the lunch room and in the designated sitting area. Remember to sign out before you leave.

**Emergency Messages** - The school telephone is for business purposes. If emergency messages need to be given to your child while at school, you may call the school office (952-2293) and give the message to the school secretary. You must have your message called in to the office by 2:00 in order to ensure delivery of the message to your student. Students will not be allowed to accept phone calls at school. Students may use the phone only with permission from school personnel.

**Lockers** - Each student will be assigned a locker and issued a lock. Replacement of lost locks is \$8.00. Periodic inspections will be made by the homeroom teacher and principal to see that lockers are kept neat and orderly. Use only the locker assigned to you and keep it locked at all times. The school is not responsible for items taken from your locker. If you abuse your locker in a way that causes a disruption, if use of the locker inhibits you from getting to class on time with your materials, or if use of the locker disrupts the educational process, you will lose the privilege to use that locker. Book bags, PE clothes, purses, and coats are to be kept in the locker at all times. NO stickers, signs, pictures, etc. are allowed to be placed on the outside of a locker unless they are placed there by a teacher. Lockers are the property of the school and are subject to search at any time.

**Money Collection - Paying by Check** - When paying for any item from HMS by check, the check must be made out to Harpeth Middle School. Do not make checks out to individuals such as teachers, coaches, or other school personnel.

**Bus Passes** - Due to overcrowding on our busses the Cheatham County School System will no longer issue bus passes. If an emergency arises, please call the school. Your child spending the night with another child and needing to ride the bus home with him or her is not an emergency.

**Planners** - All students are required to have their planners for all academic classes. Your child should write down class assignments and important upcoming dates. Teachers may use the planners to communicate important information with the home. In addition, positive notes and other useful information may be recorded in the planner. Note: should a student lose their planner they will have to pay \$5 to replace it.

**Library Policy** - Students may check out only two library books at a time for a period of two weeks. Overdue fines will accrue at a rate of \$.10 per school day. Report cards will be held for outstanding library

finer or lost books. Students that damage a book will be charged a repair fee ranging from \$.50 to \$5.00 based on the amount of damage. Students that damage books beyond repair will be charged the replacement price of the book. This policy also applies to books used as class sets for reading instruction.

**Emergency Information** - Please be sure that we have an emergency number on file in the event your child should become ill. **If you change jobs and have a new contact number, it is imperative that you let us know so we can reach you.** Please give your child complete instructions before they leave home if they are to do something or go somewhere other than what is normal. Be sure and send a note to school to inform the child's teacher of the change. This will help to avoid confusion at the end of the school day.

**Inclement Weather** - Please listen to any local news station, WSM 640 AM, or Cheatham County's WQSV for school closing. **DO NOT CALL THE SCHOOL.** We need to keep our telephone lines open in order to receive official word from the Director of School's office. Also, the school system now uses the phone reach program to notify parents of important announcements. If you are not being contacted by phone reach let us know. You may ONLY list 2 phone reach numbers.

**Sick Child** - Parents—It is illegal for a child to bring any medicine to school, prescription or non-prescription. Please see the section titled Medications later in this handbook. For the protection of all the students the following guidelines have been set and will be followed at all times. A student will be sent home when they have:

1. A fever of 100<sup>0</sup> or over
2. Suspected contagious disease
3. Vomiting or diarrhea
4. Presence of lice or nits on the shaft of hair
5. Undetermined rash over any part of the body
6. Red eye with watering or crusting
7. Feels too badly to remain at school

If your child has any of the above symptoms in the morning before coming to school, please keep them at home. We have very limited facilities for caring for ill children at school. Please have arrangements worked out in advance for having your child picked up should they become ill at school. Please make sure you have a current - correct phone number and emergency number on file at school. Should any phone number change please notify us immediately. When picking up your ill child you must enter the building and sign them out. Your child should be fever free for 24 hours before returning to school. For attendance purposes you must make sure your child returns to school with a parent note or physicians note for the date they were absent for illness. Please take note that only a physicians note can excuse a child's absence - a parent note can be used for parent days -see Attendance Policy.

**Report Cards/Progress Reports** - Reports of student progress (report cards) shall be made periodically four times a year to the parents of each student. Mid-nine week progress reports will also be sent home to keep parents informed of their child's progress. If you would like a conference with your child's teacher, please call the school office for an appointment. Please note that conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. There will be an all A and A/B Honor Roll each nine weeks to recognize our outstanding students.

**Make-up Work** - Teachers will prepare make-up work to send home ONLY for extended absences of 2 or

more days. Twenty-four hour notice will be required to get work ready to go home. Parents can get most homework information from the teacher's websites or the Pearson Parent Portal.

**Field Trips** - Written permission must be given by the parents for a child to go on a field trip. All school rules apply on field trips. Field trips are a privilege and if behavior at school warrants, field trips may be taken away. Students are required to ride the bus to and from field trips. Parents are not allowed to ride the buses.

**Water and Snack Machines** - Water and snack machines will be available to students. The vending machines are not allowed to be used while breakfast and lunch are being served.

**High Energy Drinks Banned** - Due to a number of issues with students and behavior after drinking these energy drinks we have had to place a ban on bringing them to school.

**Students Selling Items** - School Board Policy prohibits students from selling items or distributing items unless approved by the BOE. (Policy 6.701)

## **Procedures for Breakfast Lunch and Cafeteria Behavior**

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch are served in our school's cafeteria. You may pay ahead for a week, two weeks, or a month for both breakfast and lunch. You will receive applications for Free and Reduced Priced Meals on the first day of school. These are to be returned to the school cafeteria as soon as possible. You are encouraged to apply if you fall within the guidelines that will accompany the application. This form is confidential.

We expect children to eat and handle food properly. Any misuse or behavior problems in dealing with improper use of food will not be tolerated. We know you want your child to exhibit good manners at all times.

Milk is served in the cafeteria and cups will be available if your child would like a cup of water from the water fountain.

If a child forgets his lunch money, he will be allowed to charge his/her lunch for that day. All charges are handled through the cafeteria. Charges must be paid for the following day. Checks may be written to the cafeteria and made payable to HMS for breakfast and lunch. Your cooperation in paying off charges in a punctual manner is appreciated. Every child is expected to eat a lunch. They may purchase lunch from the cafeteria or bring a lunch from home.

If you have any questions concerning the breakfast and lunch program or any charges your child may have accrued, you need to contact Amber Hrobak, the Cafeteria Manager.

For information concerning free or reduced meals contact: Melanie Hamilton - Nutrition Supervisor - 792-5664.

## **CAFETERIA RULES**

- Low noise level.
- Enter and leave cafeteria in orderly fashion.
- Observe proper table manners.
- Clean your eating area and dispose of trash properly.
- Stay seated and face table. (Keep your feet under the table and don't turn around in your seat.)
- Follow directions of teachers and monitors.

## **Cafeteria Consequences**

Possible consequences for misbehavior in the cafeteria include lunch detention, break detention, ISS, parent contacted, and other consequences deemed appropriate by the administration.

## **Attendance Information and Procedures**

**Attendance** - Attendance at school is vital for you child's success. All parents are encouraged to help their child/children develop the habit of good attendance. Arriving at school late and/or checking out of school early does affect your child's attendance record and could result in an appearance in truancy court. (See the section on Late Arrivals and being tardy for more information).

**Arrival at School** - The doors are opened at **7:15** for students. No students should arrive at school prior to 7:15 A.M. No one is on duty to supervise students. All students being dropped off must enter either through the entrance by the back parking lot (only available until 7:30) or through the front entrance. All students go to their rooms when the bell rings at 7:20. If your child eats breakfast, the cafeteria opens at 7:15. When they arrive at school students should go directly to the cafeteria and get breakfast. The cafeteria will close for breakfast at 7:45.

**Late Arrivals** - Being on time for school is very important. Attendance records, collections, and counts for the day are made at that time. We understand that things occasionally cause a child to be late, but some students are habitually late. Each time a student has accumulated 5 tardies they will lose a parent day. All students should be in class by 7:45 A.M. Any student arriving between 7:51 and 8:00 will be counted tardy. Students who are tardy must be signed in by a parent and get an admittance slip from the office to enter class. Students who arrive at school on a bus running late will not be given a tardy slip. Students who arrive to school before 11:30 or after 11:00 will be counted as present for a whole day. (note: a parent has 5 parent days or times per school year - see State/School Board's Attendance Policy)

**Dismissal** - Pegram bus riders will be dismissed at 2:45, Kingston Springs bus riders will be dismissed at 2:50, and car riders/walkers will be dismissed at 2:55. Parents are to pick their child up from the front of the school.

**LEAVING THE SCHOOL GROUNDS** - Once you arrive at school or board a school bus, you must not leave under any circumstances without permission from the office. No students are to leave the school building to go to a car or elsewhere on or off the campus. Students will not be dismissed to anyone without prior approval by a parent or guardian.

**CHEATHAM COUNTY SCHOOL BOARD  
STUDENT ATTENDANCE POLICY, GRADES 5-8**

In order to meet the requirements for satisfactory attendance, students in grades 5-8 shall have an approved record of attendance. Students in grades 5-8 with 30 or more unexcused absences during the school year may not be promoted to the next grade unless they make up the grade in an accredited summer school program. Students must obtain the approval of their school administration before they attend the summer school program.

**School System Attendance Policies - See BOE Website  
Attendance Board**

1. Five unexcused absences - Parent/Guardian and student will be referred to the Truancy Board for a hearing. A letter is sent to Parent/Guardian.
2. Additional unexcused absences after appearing before the Truancy Board will result in a summons to Juvenile Court.

**SCHOOL-WIDE DISCIPLINARY RULES AND CONSEQUENCES**

**CONDUCT AND COURTESY**

While at school or school functions all students are expected to adhere to classroom and general school rules. Students who choose not to obey the rules will be subject to consequences that have been established by the teacher and the administration. These consequences begin with a warning and end with the student going to the principal's office where further consequences can be administered. We expect students to behave, to learn and exhibit good manners, and to be responsible for their actions. Additionally, students are expected to respect and comply with any instructions given them by any member of the school staff. Students are to also respect textbooks, furniture, equipment, properties and facilities of the school. Student conduct includes not only a pride in personal conduct, but also a pride in the appearance of our campus. There will be no littering at school or on campus, and every effort should be made to keep the building and grounds clean. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

**GENERAL SCHOOL-WIDE AND CLASSROOM RULES  
OUR THREE GENERAL SCHOOL RULES ARE:  
BE RESPECTFUL - BE RESPONSIBLE - BE READY**

It would be impossible to cover every situation in the brief space of our handbook. Everyone should realize this. Our rules apply both at school or any school sponsored event on or off campus.

1. Students should be respectful of all school staff. Minor violations will be dealt with through conferences, detentions, and ISS. Major or extreme incidents will result in OSS and possible referral to Student Discipline Hearing Authority (SDHA).
2. Hallway behaviors should be quiet and students should walk on right side of hallway. Students will be escorted to areas outside their designated area. No running, sliding, or horseplay is tolerated in the hallways as they are unsafe.
3. Possession of or use of tobacco products is prohibited. Each offense will result in a citation to the Cheatham County Juvenile Court per Tennessee Code Annotated. Lighters and matches are not allowed at school.
4. Behaviors that constitute Zero Tolerance are explained later in this handbook.
5. Public displays of affection are inappropriate for school and are not allowed. Public displays of affection

include, but are not limited to, holding hands, kissing, and hugging. Consequences for violations of this rule range from demerits to ISS.

6. Use of vulgar or profane language is inappropriate for school and is not allowed.

7. Fighting, bullying, threats, and verbal confrontations have no place in school and will not be tolerated. Students who are involved in any of these will be subject to disciplinary action in the principal's office. Students that believe they are being provoked into a fight should notify school personnel.

8. Students who abuse or misuse school property or the property of another individual shall pay in full for all damages.

9. Students should not bring large amounts of money, electronics, trading cards, etc. to school. The school cannot replace personal items which are lost, broken, or stolen. If a personal item is taken up, it will be returned at the end of the school year or to the parents when they come to the school.

10. No chewing gum is allowed at school.

11. No shanking or mooning (pulling one's own pants down or another student's pants down) is allowed. These acts are subject to out-of-school suspension.

12. Any student's misuse of school internet service or searches for inappropriate content using school internet will result in ISS and a second offense will result in the loss of internet privileges.

### **Fighting**

Fighting will result in stern disciplinary actions not only because we want our school to be a safe learning environment but also because we wish our students to learn positive ways to solve conflicts in their future. The punishment for a fight will be determined by the degree of involvement of the individual students. Typically suspension will almost always result for both parties: ISS usually for pushing-shoving fights, OSS usually results if punches are thrown. In addition, any student who actively encourages the fight or contributes to its developing stages may also be disciplined.

### **Notification of In-School Suspension**

When a student is to be placed in In-School Suspension (ISS) the parent/guardian will be notified in writing. The notice is not a request for permission to place a child in ISS, it is notification of what the school is going to do or has done. The student is responsible to take the Notice of In-School Suspension home, have it signed, and return it to the person in charge of ISS the following day. Failure to do so will result in additional time in ISS. Note that the length of time in ISS is at the discretion of the administration depending on the type and severity of the offense. Should a student get in trouble in ISS they will be subject to suspension out-of-school (OSS). It should be noted that ISS is an alternative to out-of-school suspension. If a student will not behave, do their work, and follow the rules in ISS they are choosing OSS instead.

### **SUSPENSION FROM SCHOOL**

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. School officials will attempt to notify a parent/guardian by phone of suspensions when possible. However, time constraints may sometimes prohibit this. A suspended student may not appear on school property or at any school sponsored activity at or away from school. This includes students placed at Cheatham Academy. A student will be re-admitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration. The length of the suspension will reflect the severity of the infraction and the student's prior suspension record.

### **Students Awaiting the Student Disciplinary Hearing Authority (SDHA)**

Any student referred to the SDHA will be placed in ISS or OSS prior to their hearing date.

### **Tape Recorded Meetings With Students**

For purposes of clarity all meetings with students are subject to being tape recorded. The recordings will be treated as confidential files.

### **Habitual Offender Rule**

Some students flagrantly violate rules over and over, especially gum and dress code. If you are an habitual offender of a rule, then you may be sent to ISS instead of the typical consequence given for these offenses.

### **Police Action—Fighting, Drugs, Weapons....**

Fights, threats, possession of drugs, weapons, or other serious matters are subject to investigation and reported to our School Resource Officer (SRO). Under laws that went into effect in 2008, schools may turn investigations and possible prosecutions over to the police. We will attempt to let parents know that the police are going to talk to their child, but according to the law a parent does not have to be present when the authorities interview students. Your child may be arrested and carried to juvenile. Students are subject to searches when drugs and other prohibited items are suspected. Please refer to school board policy 6.303.

### **POSITIVE REWARDS**

Well behaved students will be recognized with group and individual awards. Students with good behavior will be rewarded often throughout the school year.

### **STUDENT DRESS CODE**

Students shall observe modesty and appropriateness in clothing and personal appearance. A student is not appropriately dressed if he/ she is a disturbing or disruptive influence to the educational environment or presents a safety concern for others.

Fashion is constantly changing and some fashion changes may not be appropriate for school. We reserve the right to make changes to the dress code as needed to address these changes to keep disruption to the educational process to a minimum and maintain a safe school. The dress code rules are as follows:

- 1) Hats, caps, bandanas, headgear, and sunglasses are not to be worn while inside the building.
- 2) Full-length pants, jeans, cropped pants, Capri pants, shorts, jumpers, skirts, skorts, and dresses are permitted.
- 3) The entire hem length of shorts, jumpers, skirts, dresses, or skorts must extend to three inches above the knees. This includes items worn with leggings or tights. The item worn over the leggings or tights must meet dress code length.
- 4) All clothing should be free of holes, rips, frays, and threadbare areas where the skin is visible at or above the knees. Any holes rips, frays, and threadbare areas should be patched.
- 5) Short sleeve, three quarter sleeve, and long sleeve shirts are permitted.
- 6) All dresses, blouses, tops, and shirts must be buttoned properly, without a bare midriff, or revealing neckline.
- 7) All dresses, blouses, tops, and shirts without sleeves are not permitted, this includes but is not limited to tube tops, see through tops, mesh tops, spaghetti straps, tank tops, and sleeveless athletic shirts.
- 8) Students should not wear outer clothing that resembles loungewear, yoga pants, pajamas, or underwear.

(There may be exceptions for special days i.e. spirit days)

9) Shoes must be worn by all students. House shoes are not permitted.

10) Metal and protruding items on clothing that cause a safety concern are not permitted. This includes but is not limited to heavy chains, spikes, or rivets.

14) No unnatural hair colors and only conventional hair colors are allowed.

15) No facial piercings (tongue, lip, cheek, eyebrow, or nose piercings) other than ears.

16) Students may wear light jackets or sweaters at the discretion of the administrator and the classroom teacher. Excessively long hoodies, jackets, or heavy coats must be kept in the locker.

17) Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, Capri pants, skorts, or skirts must fit at the waist and not sag.

18) Students may not mark or draw on themselves or others. Tattoos must not be visible.

19) ALL shirts, blouses, tops, sweaters, sweatshirts, etc. may be worn out, but must be no longer than the bottom of the opening of the pockets of a traditional pair of pants or shorts. This does not mean cargo type pants or clothes with unusually long/deep or novel pockets. Shirts that are too long to meet this standard must be tucked into the pants.

20) Top coats, backpacks, and purses must be removed once the student enters the school building and stored in the locker.

21) All attire should be free of any type of inappropriate or derogatory writing, photographs, and images. This inappropriate or derogatory material includes, but is not limited to the portrayal of gang related clothing/slogans, the depiction or promotion of violence, alcohol, tobacco, or drug, or the display suggestive, crude, rude, racial, or discriminatory statements. This also includes clothes displaying the rebel flag.

**All faculty and staff share the responsibility to enforce the dress code.**

**Consequences for Violations of the Dress Code:**

When a student fails to comply with the school dress code, the following discipline procedures may apply:

First Offense

If a violation can be corrected it will be done so immediately with a warning. If it can not be corrected at school, a student will be allowed to call home for appropriate clothing to be brought to them, they will wait in ISS until these arrive. If appropriate clothing can not be brought the student will stay in ISS.

Second Offense

1. One day in-school suspension. Violation should be corrected if possible.
2. For unusual situations, the in-school suspension may take place in an alternative setting as determined by the school administrator.
3. The infraction will be communicated to the parent or guardian.

Third Offense

1. One day in-school suspension. Violation should be corrected if possible.
2. An "overnight" or "provisional" suspension. This one-day, out-of-school suspension is waived if parents accompany the student for a conference with the administrator/school designee either the day of the infraction or the following morning.
3. The infraction will be communicated to the parent or guardian.

#### Fourth Offense

1. One day out-of-school suspension. Violation should be corrected if possible.
2. The student will attend a behavior conference with an administrator/school designee and school counselor to develop a behavior plan to address continual violations of dress code.
3. The infraction will be communicated to the parent or guardian.

#### Subsequent and Repeated Infractions

Repeated violations of the school dress code will be treated as disruptive behavior and or defiance of school authority. These violations may result in further out-of-school suspensions or action with the school district's Student Discipline Hearing Authority (SDHA).

## Harpeth Middle Discipline Steps and Procedures

The following are steps for consequences for office referrals. These steps may vary.

- 1<sup>st</sup> referral = 1 day ISS
- 2<sup>nd</sup> referral = 1 day ISS
- 3<sup>rd</sup> referral = 1 day ISS
- 4<sup>th</sup> referral = 2 days ISS
- 5<sup>th</sup> referral = 2 days ISS
- 6<sup>th</sup> referral = 1 day OSS
- 7<sup>th</sup> referral = 1 day OSS (parent conference)
- 8<sup>th</sup> referral = 2 days OSS (notify parent that the next referral will be an SDHA referral)
- 9<sup>th</sup> referral = SDHA referral

Exceptions to the above include but are not limited to:

- \*Fighting = 1 day OSS
- \*Blatant Disrespect = 1 day OSS
- \*Cussing Staff = 1 day OSS
- \*Cheating on test/assignment = 1 day ISS and student will redo assignment or take alternate assessment

### Directions for Accessing Pearson Parent Portal

The administration and staff at Harpeth Middle School are excited that we can provide you with access to your child's current grades, attendance, and teacher email access via any computer with internet. If you do not have internet access, the public library has computers open to access your child's records. For instructions to access this information you will need to follow these steps:

1. Open the internet browser on your computer.
2. Type <https://powerschool.cheatham.k12.tn.us/public/> into the address bar to access the login screen, or you can type [http://cheatham.k12tn.net/Parent\\_Portal/instructions.html](http://cheatham.k12tn.net/Parent_Portal/instructions.html) to view instructions on how to use the Portal.
3. You will have the option of choosing between Create Account and logging in using your personal login information.
4. If you choose to setup a parent account, type your Access ID and Password exactly as they are printed below (both are case sensitive) after you have chosen the Create Account option.

Parent Account Access ID is:

Parent Account Password is:

### **Grades and Attendance**

After logging in, the Grades and Attendance tab will allow you to check specific information about grades and assignments by clicking on the blue grade percentage beside each class. To email the teacher a question or concern, please click the blue teacher name. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

### **Multiple students in the district**

An advantage to using a parent account is that you are able to access each of your children with one log-in.

You will need to add each child to your account. This is done by clicking Account Preferences at the top right of the page. From here, click on the tab "Students." Click "Add." Enter the second child's ID and password. Click "Submit."

### **Automatic Emailing**

Additionally, you are able to choose an option where the program will automatically email you information about your child. This is done by clicking Email Notification on the top middle of the page. From here, you will have the options of what information can be emailed to you. Next, choose how often you would like an email (Once a week, Once a month, Daily, etc). If you have multiple children in the district, you may receive emails for each child by clicking the option, "Apply these settings to all your students."

## **Student Code of Conduct**

### **ZERO-TOLERANCE VIOLATIONS Policy# 6.309**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated: Zero tolerance offenses include: 20 U.S.C. § 8921; TCA49-6-4216(b);TCA 49-6-3401(g)

1. Unauthorized possession on school property of a firearm, or anything designed, made or adapted for the purpose of inflicting death or serious bodily injury
2. Battery upon a teacher, principal, administrator, any other employee of a local education agency or school resource officer;
3. Unlawful possession, use, influence of, sale, distribution, or delivery of any drug including any controlled substance as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA 53-10-101.
4. Any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention TCA49-6-4216(a)(2)(C)

### **DUTY TO REPORT**

In accordance with state law, a student already enrolled or one who enrolls in a Cheatham County School who has been convicted of a felony offense must report that offense to the principal at the time of enrollment or at the beginning of the school year. The parent has the same obligation if the child is under the age of 18.

It is a felony for any adult who has knowledge of a student having a firearm on campus not to report that fact to an administrator, a teacher, or other responsible adult.

Any student who becomes aware of a developing situation that can reasonably be expected to result in injury or harm to another person, student or adult, has a duty to report such knowledge to a teacher, administrator or responsible adult.

### **SMOKING AND POSSESSION OR USE OF TOBACCO Policy# 6.3131**

Students shall not use or possess any tobacco product nor smoking devices at school or any school function where they officially represent the school. Possession or use of any form of tobacco is in violation of Board policy.

### **STUDENT DISCRIMINATION/HARRASMENT /BULLYING/INTIMIDATION Policy # 6.304**

Social Cruelty or bullying is not acceptable in Cheatham County Schools and will not be tolerated. All allegations of bullying will be taken seriously and will be investigated. Students involved in allegations of

bullying will be counseled. Those found by administration to be involved will face disciplinary action at the discretion of the principal.

“Bullying” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is intended to harm or embarrass; is repeated over time; a one-time event where a “hostile” learning environment is created; involves an imbalance of physical, emotional, or social power; or adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress.

“Harassment” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is repeated over time - is severe, persistent, and pervasive; or causes mental duress, or psychological trauma to the victim.

This policy does not deny the right of any individual to pursue other avenues of recourse which may include filing a complaint with the Office of Civil Rights within the Tennessee Department of Education or the United States Department of Education, or initiating a civil action in state or federal court.

Cyberbullying is defined as the use of information and communication technologies, – such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal Web sites, social networking sites, and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

## **USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL**

### **Policy# 6.312**

Any electronic device is a device that emits an audible signal, vibrates, photographs, displays a message, transmits data, or otherwise summons or delivers a communication to or from the possessor.

Students and employees may not use any device to photograph or record inappropriate activities of other students or LEA staff while on school property or a school sponsored activity.

Possession of sexually explicit digital pictures or images on any device is prohibited and may be subject to legal actions. Students may possess electronic communication devices (such as cell phones, etc.) during the school day subject to the following restrictions:

Upon entering a school building or a school bus, the electronic device must be deactivated (turned off, not just silenced); and put away (out of sight) during school hours. The supervisor, principal or designee may grant a student permission to use an electronic device at his/her discretion.

Use of electronic devices may be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to neither have such technology nor be penalized in any manner for not having such technology.

The student who possesses an electronic device shall assume responsibility for the use and care of the device. At no time shall the school be responsible for preventing theft, loss, or damage to any electronic devices which are brought on school property.

Anyone who discovers a student in violation of this policy shall report the violation to the principal or his/her designee.

Students found to be in violation of this policy are subject to the following disciplinary action.

1st offense — The intact electronic device will be confiscated for one (1) day and only returned to the parent/guardian with parent/guardian signature at the end of the school day.

2nd offense — The intact electronic device will be confiscated and kept for five (5) days and only returned to the parent/guardian with parent/guardian signature at the end of the fifth school day.

3rd offense — The intact electronic device will be confiscated and kept for seven (7) days and only returned to the parent/guardian with parent/guardian signature at the end of the seventh school day.

## **Policies and Notices Related to the Administration of Schools**

### **ATTENDANCE Policy # 6.200**

#### **TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW**

Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided. The meaning of the word, "inclusive," is that children must attend school from six (6) until eighteen (18) years of age.

Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine and court costs, as provided by law, at the discretion of the court. Each day's unlawful absence shall constitute a separate misdemeanor.

### **MEDICINES Policy# 6.405**

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations: **Parents must have form completed and signed by the doctor.**

Written instructions **signed by the parent** or legal guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or legal guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma).

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent or legal guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or legal guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or legal guardian is responsible for informing the designated official of any change in the student's health or change in medication.

### **NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of these is the right to inspect and review the student's education records within 45 days of the day the System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the System as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If there are any additional questions relative to student records, they should be directed to the Director of Student Services or the Director of Schools.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Cheatham County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to: Beth Batson (615)792-5664

The Cheatham County Board of Education acknowledges that it is desirable to resolve all allegations of discrimination through free and informal communications. A request for an informal conference must be made by the grievant within 10 calendar days after an alleged violation has occurred. A conference must be convened within five calendar days after receipt of the request.

## **NO CHILD LEFT BEHIND ANNUAL NOTICE TO PARENTS**

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any para-professionals providing support to the child.

## **PARENTAL/FAMILY INVOLVEMENT PROGRAMS Policy# 4.502**

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effectively participation in the educational programs offered by the district, the system shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students who are language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. No student will be admitted to or excluded from the program based solely on such status.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

## **HOMELESS STUDENTS Policy# 6.503**

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply: Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. The school selected shall enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information. Questions should be directed to Judy Bell.

## **MIGRANT STUDENTS Policy# 6.504**

The Board directs the administration to identify migratory students as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

## **ANNUAL INFORMATION OF STUDENT RECORDS Policy# 6.601**

The Cheatham County School District provides annual notice of the right of students and guardians to:

1. Inspect and review the student's education records
2. Seek correction of any items in the record which are inaccurate, misleading or in violation of the student's rights
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records
4. Obtain a copy of this policy and a copy of the student's educational records
5. Exercise control over other peoples access to the records expect when prior written consent is given from the guardian, when circumstances are provided by law, or when directory information is requested, or as needed for legitimate educational purposes by the principal/designee.

## **PARENTAL RIGHTS – SPECIAL EDUCATION**

Parents of children who are suspected to need or identified as needing special education services have certain rights, which are guaranteed by state and federal law. Those rights and responsibilities are briefly outlined below. If you would like a full explanation of any of the items, please contact Andrea Pewitt, Supervisor of Special Education at 15-792-2070 or the Tennessee Department of Education district office.

**Consent:** You have the right to give or refuse consent for any actions initiated by the local school agency. Notice: You have the right to a written notice within a reasonable time prior to any action requiring your consent.

**Evaluation:** You have the right to have a full evaluation of your child's individual educational needs to be administered by trained personnel.

**Least Restrictive Environment:** Your child has the right to be educated with his/her peers in the least restrictive environment appropriate for the student.

**Student Records:** Your child's records are confidential and may only be reviewed by you and other authorized persons.

**Administrative Complaint:** You have a right to file an administrative complaint with the Tennessee Department of Education, Division of Special Education, when you believe the LEA has failed to comply with state and federal regulations governing the education of children with disabilities.

## **CHILD FIND PROGRAM**

In compliance with state and federal law Cheatham County School District states any disabled child ages 3 through 21 years of age must be served in an appropriate program to meet the needs of the child. The Cheatham County School District will provide 504 and Special Education services to any student with a disability without discrimination or cost to the student or family. If you know a child who may need special services, please contact the Director of Special Education at 615-792-5664

## **ASBESTOS NOTIFICATION**

An environmental engineering firm has completed a study to determine the presence and location of friable and non-friable asbestos materials in all buildings of the Cheatham County School District. All buildings were inspected in accordance with Environment Protection Agency guidelines for asbestos-containing materials. (i.e., 40 CFR PART 763). In most of the schools, the asbestos fibers are primarily confined to boiler rooms and pipe insulations to which students do not have access. If you have any questions or concerns please contact the Maintenance Supervisor at 615-792-5664

## **NONDISCRIMINATION POLICY**

It is the policy of the Cheatham County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Sexual Harassment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

*Inquiries regarding compliance with Title VI should be directed to:*

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

*Inquiries regarding compliance with Title IX should be directed to:*

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

*Inquiries regarding compliance with 504 should be directed to:*

Stacy Brinkley of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Clip and Return Page

Student Name: \_\_\_\_\_

Homerom Teacher: \_\_\_\_\_

- Phone Reach Contact System  
We have the capability to notify all parents/guardians at one time by phone in the event of an emergency or special situation.

You may list up to two numbers that would get the automated message. Remember two numbers only. Additional numbers will have to be disregarded.

1<sup>st</sup> contact number- \_\_\_\_\_ 2<sup>nd</sup> contact number- \_\_\_\_\_

- Email  
All of our teachers have email. Most teachers now post assignments and announcements through email or websites. We also do mass emailing of announcements, school newsletters, and other important items. If you would like to be included please list your email address: (Please print clearly)
- 

- Student Handbook Agreement  
My signature below indicates that I have read and that I understand the rules of Harpeth Middle School and Cheatham County Board of Education. As a student at Harpeth Middle School I will succeed by always doing my best.

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Student Signature

Date

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Parent Signature

Date