

COFFEE COUNTY MIDDLE SCHOOL

Red Raider Pride



RESPONSIBLE RESPECTFUL PREPARED

Dear Students,

Welcome to the 2017-2018 school year! We, the faculty and staff, are proud that you are a member of this learning community. You will be expected to rise to high expectations, read and write in every content area, give your best, work individually and collaboratively, try new things, and learn and work in a structured environment. So that students can know and understand what is expected of them, this student handbook is provided.

Your first task this year will be to read through this handbook. Through class discussion and actual practice, your teachers will guide you through the expectations in this handbook. If you have questions, ask. Before any adventure, you should always have a map or guide. This student handbook is your guide.

Your responsibility does not end there. You must commit to being a good student. During your school years, learning is your job! Jobs require work. While you are learning, expect to explore strategies and struggle with new concepts. While teachers provide the foundation for learning, you must use that knowledge and apply it. Not working is not an option.

While learning should be rewarding and fun, there are other activities at Coffee County Middle School that allow you to express yourself beyond the classroom. Get involved in sports, clubs, and after-school activities. When you get involved, your middle grades experience will be even better.

Finally, know that the adults in this building are here for you. Your safety and learning are our priorities. Tell us when you need us to step in. If you do not tell us, we may not know you need our assistance.

Commit to being the best you can be! The work you do today sets the groundwork for your future.

A handwritten signature in black ink that reads "Kim Aaron".

Kim Aaron
Principal

Coffee County Middle School



2017-2018 Student Handbook/Agenda

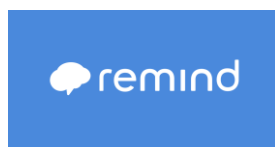
Introduction	6
System Calendar	7
School-Wide Positive Behavior Support (SWPBS)	8
Athletic Eligibility	9
Attendance	9-12
Before/After School	12
Bus Conduct	13-14
Cafeteria	14-15
Clubs and Extracurricular Activities	15-16
Contacting the School	16
Crisis Management	16
Data Driven Scheduling	16
Debts	16
Discipline	17-23
Dress Code	23-25
Elevator Use	25
Expectations Matrix	25-28
FERPA	28-29
Field Trips/Special Events	29
Free Appropriate Education Policy	30
Grading System	30
Hall Pass	30
Harassment/Bullying/Discrimination/Intimidation/Cyberbullying/Hazing	31-32
Items to Leave at Home	32
Library Media Center	32
Lockers and Locks	33
Lost and Found	33
Medication	33
Nondiscrimination Policy	34
Olweus Bullying Prevention Program	34
Personal Communication/Electronic Devices	35
Promotion/Retention Policy	35
Recognition	35-36
Report Cards and Progress Reports	36
School Counseling Program	36
School Resource Officer (SRO) and School Nurse	37
Student Agendas	37
Student Information	37
Student Rights and Services	37
Student Sales	38
Telephone Use	38
Updates	38
Visitors	38
School and Classroom Map	39-40
CCSS Acceptable Use Policy (AUP) and Permission Form	41-45
Handbook Agreement	47

Introduction

We want to welcome all of you to Coffee County Middle School. As a member of this school, you are expected to follow the rules that have been established for the safety of all students and faculty. We want all students to focus on being responsible, respectful, and prepared to improve the overall environment of our school.

Parental contact and involvement is essential to the progress of your child/children at Coffee County Middle School. Please visit our school website, follow us on Facebook, and/or on Twitter, or sign up for texts/alerts through Remind to stay current with events that will be taking place during the school year and to locate any staff member's email addresses.

<http://ccms.coffeecountyschools.com>



Coffee County Middle will continue using the Remind service to keep parents, students, and community members current on school events, news, and closings throughout the school year. Visit the Coffee County Middle school website and locate the Remind icon to subscribe and have information sent to your phone and/or email.

❖ **Note: Grades or Teams may use this service also. This requires two different sign-ups.**



Our student data (grades, attendance, medical, etc.) will be housed in a student database called Chalkable. The part of the software that contains the information parent's access is called Parent Portal. Information concerning

Parent Portal, including access information, will be provided by CCMS when it becomes available at the beginning of the year. Any questions that parents/guardians may have should be addressed to the CCMS Technology Coordinator, Randall Robinson, by calling the school or email at robinsonr@k12coffee.net.

MISSION STATEMENT: The mission of Coffee County Middle School is to provide a learning environment that is safe, friendly, and conducive for all middle school students to achieve maximum academic and social potential.

VISION STATEMENT: It is the vision of Coffee County Middle School to provide a quality education for all students that allows each child to fully utilize his or her talents and successfully meet the challenges of the future.

Administration

Kim Aaron – Principal
Jason Creek – Assistant Principal
Randall Robinson – Technology Coordinator
Terri Willis – Curriculum Coordinator

School Counselors

Susan Ferrell – 6th grade
Lana Creek – 7th grade
Gina Cleek – 8th grade

School Nurse

Belinda Nicholson

Athletic Director

Kyle Harris

School Resource Officer

Laura Nettles

Special Services Coordinator

Jennifer Killian

Insert System Calendar

PDF File

2017-2018

School-Wide Positive Behavior Support (SWPBS)

The vision of Coffee County Middle School is to create a learning environment that prepares students to be successful citizens in the 21st century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. In keeping with this vision, Coffee County Middle School will continue implementing a system of school-wide positive behavior support.

Definition: School-Wide Positive Behavior Support (SWPBS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-Wide Positive Behavior Support increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions. School-Wide Positive Behavior Support is a prevention model. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behavior. SWPBS and PBIS (Positive Behavioral Interventions and Supports) are terms used interchangeably and synonymous in the objective and approach.

As the school year goes on, you will be hearing more about Red Raider School-Wide Positive Behavior Support, and you will be seeing its benefit both in your student and in the school. If you would like to learn more about **Red Raider Pride** or would like to actively contribute either time, services, or donations to the cause, please contact Gina Cleek, Lana Creek, Kelly Spence, or Jason McDonough at CCMS at 723-5177 or access the school website to email either one of them. **It's going to be a great year at Coffee County Middle School!**

Red Raider Pride means being Responsible, Respectful, and Prepared

Athletic Eligibility

To be eligible to participate in athletic contests during any semester:

1. No student shall be eligible to compete in middle school sports during any school year if the student becomes 15 years old on or before September 1.
2. All students must have a passing grade for each subject every grading period.
3. Students, who have been assigned to the Alternative School at any time during the year, are not eligible to participate in any sport for that school year. Students who have been suspended or placed in In-School detention (ISD) are not eligible during that time.
4. Students who have been suspended from the bus cannot ride the team bus to away events.
5. All students must pass to the next highest grade to be eligible.
6. All athletes must have insurance to cover them in case of injury.
7. All athletes must have passed a physical examination. Physicals must have been taken on or after April 15. No students are allowed to participate in practice, scrimmage, or game until their physical is on file with the coach and/or Athletic Director.
8. All athletes must have a signed parent consent form on file with their respective coach.

❖ **Negative parent behavior may result in parent suspension from events and/or the player being removed from the team.**

❖ As representatives of CCMS, our athletes are expected to set and achieve high academic and behavioral standards. If a student does not meet the discipline and academic standards set by the school, he/she may be suspended or removed from the team.

Coffee County Middle School offers students many opportunities to participate in athletics. The following athletic teams are offered:

- Football (7th/8th)
- Basketball (7th/8th)
- Basketball (6th)
- Soccer (6th – 8th)
- Golf (6th – 8th)
- Softball (6th – 8th)
- Baseball (6th – 8th)
- Volleyball (7th/8th Girls)
- Cheerleading (6th – 8th)
- Track (6th – 8th)
- Trap Team (6th – 8th)
- Cross Country (6th-8th)
- Tennis (6th-8th)

Attendance

The Coffee County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session.

Coffee County Schools' Attendance Procedures

- All absences must be covered with a parent, doctor or legal note.
- Only 10 (ten) days annually may be excused by parent note(s). **The first 10 days a student misses that are not doctor or court excused will count as their 10 parent days whether we get a note or not.**
- All other excuses will be approved at the discretion of the administration.
- The student must produce a written excuse stating the date(s) of absence, reason for being absent and signature of parent/guardian, physician, or court official upon returning to school. A parent note must also include a phone number at which the parent can be reached. Even though a parent may phone the school a written excuse must be sent to the school. Notes brought to school after a 3 (three) day period **will not be accepted.**
- If your child has an appointment during a school day, he/she will be expected to attend school until he/she must be checked out for the appointment and then return to school after the appointment.
- Any time away from the instructional day will count toward total absences, therefore, checking out early and signing in late (being tardy) accumulates and over time can amount to a full day's absence or more. An excuse is required for this time away from class/school. After 3(three) unexcused tardies/checkouts administrative action may be taken. **No excuse will be accepted without student's first and last legal name.**
- A student will have 3 (three) days to makeup work for an excused absence. For absences of 3 (three) or more consecutive days, makeup time will be at the discretion of the teacher.

Homebound

Parents may request homebound instruction (contact Coffee County Schools Central Office - 723-5150) in cases where a student has a medical condition that may result in an absence of more than ten (10) consecutive days. A written order from the treating physician will be required. Once the order is filed with the Central Office, the case will be reviewed for eligibility. Homebound students will receive three (3) hours of academic instruction per week. **During the period of homebound, the student is required to remain at home unless he/she is visiting their doctor.** Students are not allowed to maintain jobs, participate in extra-curricular activities, or be away from their home during or after school hours (Sunday – Saturday). Before the student will be allowed to return to school, a release from the treating physician will be required.

State Truancy Definition

Once a student has missed five (5) days of school without a proper excuse a student is considered to be truant.

Chronic Student Absenteeism

A chronically absent student is a student who is absent 15 or more school days during the school year (Federal Definition). Chronically absent students include students who are absent for any reason, regardless of whether absences are excused or unexcused.

Tennessee Attendance Law

Under Tennessee law, any parent, guardian, or any other person having control of a child or children and who violates the provisions under the Tennessee compulsory attendance law commits a Class C misdemeanor. For each day the child or children have missed school without the proper excuse a parent may be fined fifty (\$50.00) or thirty (30) days in jail for each separate day of unexcused absence. Court cost will also be assessed against the parent case.

Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA§ 49-6-3007) a written notice will be sent to the parent or guardian of the student. After receipt of the notice the student and parent must comply within a three (3) day period. The student must report to school (be in attendance) and the parent/guardian must contact the school. If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades kindergarten through twelve (K-12). A court cost will also be assessed in each case.

Local Action

If attendance does not improve after the written notice parent and/or student may be required to appear before an attendance committee, truancy board or the juvenile court. If a parent fails to report or appear before a scheduled attendance committee or truancy board meeting the administration may deem a petition to juvenile court necessary. In cases of students with prior attendance problems or a prior juvenile court record the administration may take immediate court action against the student and/or parent.

1. **TARDINESS**

Tardy to School – Car riders, who arrive at school after 7:55 a.m., must report to the attendance office to sign in and to obtain a tardy admission slip. A student who has accumulated more than 3 unexcused tardies may be subject to disciplinary action by administration. Continual tardiness may result in a summons to truancy board and a petition to court or other disciplinary action.

Tardy to Class – Students who are late to class, without an excuse, will receive the following disciplinary action:

- The following applies for each quarter or six weeks and each individual class:
 - 1st offense – Classroom Consequences
 - 2nd offense – Minor ODR
 - 3rd offense – 3 days ISD or Corporal Punishment (Major ODR)
 - 4th offense – Classroom Consequences
 - 5th offense – 5 days ISD (Major ODR)
 - Any offenses after the 5th offense will require additional consequences by administration beyond those stated above including loss of locker privilege.

2. **TRUANCY**

At the first instance of truancy from school or from a class, the parents shall be contacted by telephone or letter. The parent and the student may have to come to school for a conference. Instances of truancy may result in a recommendation for an Alternative School assignment, suspension, expulsion, or other disciplinary action.

3. CHECK IN AND CHECK OUT

Students who need to leave school during the school day must be signed out through the Attendance Office. This allows school personnel to locate a student should the need arise. If a student checks out, he/she is to leave school at that time. If the student returns to school, he/she must sign back in. Students cannot be released by telephone or notes without special permission by the administration. Students will be released only to those who are listed on the Release Authorization Form and with a valid photo I.D. Students are required to have notes for any check-in or check-outs.

(Note: Students will not be checked out to leave school and no message will be delivered after 2:45 p.m. Students will not be called from class to check out until the person checking them out arrives, required identification is checked, and the student is signed out.)

4. MAKE-UP WORK OR EXCUSED ABSENCE WORK

Students who are absent have the responsibility to call a friend who is on their team or to contact their teachers through email to find out assignments. Students are also encouraged to ask a friend to bring work home. Students who have been absent **three or more consecutive days** may request their assignments missed. Requests **must** be made before 8:30 a.m. if assignments are to be picked up that afternoon between 2:00 and 3:00.

5. UNEXCUSED ABSENCES

An unexcused absence from a class may result in a grade of zero for that day's work. Any student missing five unexcused days will be required to appear before the "School System Attendance Committee" with his/her parents for a decision by the committee. Failure of parents to attend the committee meeting may result in a petition to Juvenile Court. Unexcused tardies and unexcused checkouts will also result in disciplinary action.

6. ELIGIBILITY – DRIVER'S PERMIT

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. Student's grades and discipline also are factors in determining eligibility.

Before and After School

BEFORE SCHOOL

Students who do not ride a bus are to be dropped off at the lower level entrance on the 6th grade wing.

Students who arrive at school prior to 7:40 will report to the following areas:

6th Grade – Auxiliary Gym

7th Grade – Main Gym

8th Grade – Main Gym

AFTER SCHOOL

6th grade car/bus riders and walkers will be dismissed at 2:55 from their 6th period classes. 7th/8th grade car/bus riders and walkers will be dismissed at 3:00 from their 6th period class. Walkers will report to the cafeteria to be dismissed. Car pickup routes are available on the school's website and in the main office.

- For **multiple grade pick-ups**, students need to be picked up at the designated location of the highest grade student.

Bus Conduct

Expectations

1. Be on time at the bus stop.
2. Practice safety on the way to and from the school bus.
3. Share a seat with any other two students.
4. Bus seats are to sit on and not for reclining.
5. Face the front.
6. Keep books and other articles off the aisle floor.
7. The rear door is for emergencies only. Use the front door to enter and leave the bus.
8. Respect the rights of your fellow students.
9. The bus driver is in command; respect and obey the driver.
10. Be reasonably quiet. Talk to the driver as little as possible.
11. Any student disrespectful to the driver is subject to school and bus suspension.
12. You are considered in school if you are riding the school bus.
13. Student projects, etc. may be allowed provided the student can keep them in their possession. No glass items will be allowed. Animals, pets, etc. are prohibited.
14. Bus service will be provided for senior high school students residing within the city limits of Manchester who live 1 ½ miles or more from the school. Students will be expected to exit at the same stop in the afternoon.

Rules

- **Violation of these rules could result in a bus report and/or bus suspension according to the approved discipline procedures.**

1. Take your seat and remain there. No moving around.
 2. Throwing any object on the floor, at others, or out the windows is prohibited.
 3. Violation of safety procedures such as opening emergency doors or windows, pushing while exiting, etc. are strictly prohibited.
 4. No drinks, eating, or chewing gum will be allowed on the bus.
 5. Possession of tobacco, drugs, or alcohol is illegal. (Automatic suspension and court action)
 6. Anything considered a weapon or used as a weapon will not be allowed on the bus.
 7. Leaning out of windows is prohibited (arms, hands, legs, etc.).
 8. Gestures or shouting at pedestrians or vehicles is prohibited.
 9. Students will not be allowed to exit the bus anywhere other than home or original pick-up point unless by note signed by parent and school official.
 10. Students are not allowed to exit the bus to walk or enter another vehicle unless by permission of school official. A violation will be reported to the school official.
 11. A continuous violation of the expectations will result in an office conference, parent contact, and suspension from riding all school buses.
 12. A student shall become ineligible for public school transportation after refusing to follow state and local rules and regulations pertaining to pupil transportation.
- ✓ **In order to ride a different bus other than your assigned bus, a student must have a written note from his/her parent/guardian signed by the homeroom teacher and administrator. Verbal permission over the phone will not be accepted.**

Bus Discipline Procedures

The following are bus discipline procedures, which will be used when a student does not behave properly on the bus. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means all bus services. Any criminal activity committed by student or adult will result in an arrest.

The riding of a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. When students must be disciplined for offenses occurring while waiting for, boarding, riding, or exiting a school bus, the following procedures shall occur:

- A. **First Offense:** The driver will talk with the student. A report will be turned in to the principal and sent home. Severe bus reports will be automatic suspensions.
- B. **Second Offense:** Bus report to principal. Principal may use discretion as to disposition of report, which may include up to three (3) days suspension from bus. Drivers must talk with principal before bus suspension. The report will be sent home.
- C. **Third Offense:** Bus report to principal – automatic suspension five (5) days. Driver must talk with the principal. The report will be sent home.
- D. **Fourth Offense:** Bus report to principal – automatic suspension ten (10) days. Driver must talk with the principal. The report will be sent home.
- E. **Fifth Offense:** Bus report to principal – automatic suspension six (6) weeks. Driver must talk with the principal. The report will be sent home.
- F. **Severe Penalty:** Bodily harm, profanity, destroying property, throwing objects or other serious violations will result in a minimum of five (5) days bus suspension and may result in suspension for the entire year. The student may be suspended from school as well. **If the first offense is a “Severe Penalty”, each additional bus report will begin with section “D” – ten (10) day bus suspension, etc.**

- ✓ Restitution resulting from destruction of property must be paid prior to the student being allowed back on all school buses.

General Information:

The driver must talk with the principal when the principal suspends a student from riding the bus. Suspension is for bus riding privilege and is not a suspension from school. Each report will be sent home. Verbal or physical abuse to a system employee will fall under the “severe penalty” and will result in a petition being filed and the student suspended. The principal may use his/her best judgment if he/she feels a particular offense does not warrant the specific penalty called for above. A report form must be completed by the driver for **EACH** incident and turned in to the principal. The principal shall report to the bus supervisor what action was taken on the report.

Cafeteria

BREAKFAST: Breakfast will begin at 7:15. Students arriving on campus prior to 7:45 who wish to eat breakfast must report directly to the cafeteria. Following breakfast, report to your designated areas (6th – Auxiliary Gym 7th/8th – Main Gym. If you leave breakfast after 7:40, report to your homeroom teacher immediately. Any car rider who arrives after 7:45 will not be permitted to go to breakfast. Late buses, those arriving after 7:45, will be permitted to eat breakfast.

- ✓ Regular Breakfast Price - \$1.25 Reduced Breakfast Price - \$0.30

LUNCH: Students are expected to eat in the school cafeteria. If a student brings his/her lunch from home, he/she will eat in their assigned area in the cafeteria. Delivering food to students during lunch time is discouraged.

- ✓ Regular Lunch Price - \$2.50 Reduced Lunch Price - \$0.40

MY SCHOOL BUCKS: Pay for meals, check balances, and view purchases from your computer or smartphone.

- Visit www.myschoolbucks.com to create an account.

BREAKFAST/LUNCH: The following will not be permitted:

- a. Throwing food
- b. Cutting line
- c. Loud boisterous behavior (ex – popping bags)
- d. More than one person per chair
- e. Moving chairs from another table
- f. Taking food/drinks from cafeteria
- g. Feet in chairs
- h. Throwing away plates or silverware
- i. Charging of extra food, snacks, and drinks
- j. Disrespect towards cafeteria workers/monitors
- k. No sodas, energy drinks, coffee, etc (Water, Sport Drinks, and Juices are permitted)
- l. Other inappropriate behavior

CCSS School Nutrition Charge Policy

LUNCH:

- In the elementary schools, up to ten days of lunches may be charged.
- In the middle and high schools, up to five days of lunch may be charged.
- No a la carte items, such as cookies or ice cream, may be charged at any time.
- No a la carte items can be purchased until the student has paid off the meal charges on their account.
- When five (5) charges have been made, the cafeteria manager will contact the parent by phone or letter to request payment.
- Alternative meals will be provided to students with excess charges. No child will be denied a meal.

BREAKFAST:

- In all schools, up to five days of breakfast may be charged.

Clubs and Extracurricular Activities

Coffee County Middle School offers many opportunities to participate in clubs and extracurricular activities.

- Band
- Beta Club
- Chorus
- Drama Club
- FBLA (Future Business Leaders of America)

- 4H
- Lego Robotics
- Newspaper
- Page Turners Book Club
- Raider Vision
- Red Squadron (Aerospace)
- Science Club
- Special Olympics
- Student Council
- Timothy Club
- Yearbook

Contacting the School

When a parent calls the school and wishes to speak to a teacher, a secretary will take the message and send an e-mail to that teacher. Parents requesting a team conference may contact the grade level counselor or the individual teacher to set a time for a team conference. If a parent needs to give a student a message, it will be sent to the student via note, call, or email to the teacher from the office (unless it is an emergency). The administrators will speak to a parent who calls if they are available, if not, the secretary will take a message and an administrator will return the call as soon as possible.

- ❖ Phone calls made to the school after 3:15 will go directly to an automated voicemail system. Messages will be checked the following days and calls will be returned as quickly as possible.
- ❖ Parents are encouraged to contact their child's teachers via email or phone any time additional information is desired or concerns arise. Staff email addresses are located on the school's website.

Crisis Management

Coffee County Middle School has a detailed Crisis Management Plan it follows in case of an emergency. Drills are conducted throughout the school year to handle various types of emergencies. There are also procedures in place to handle intruders and medical emergencies. All visitors are required to sign in through our main office and wear visitor badges. All staff is required to wear ID badges daily as well.

Data Driven Scheduling

Students projecting to not meet proficiency, who fail benchmark tests, are in jeopardy of failing for the nine weeks, or who have other academic needs will receive immediate academic support through Response to Intervention (RTI) or other assigned interventions. This may include losing the privilege of attending Related Arts classes including Band or Chorus.

Debts

1. LOST OR DAMAGED BOOKS – Students who lose or damage textbooks, library books, or paperback reading books will be responsible for paying for them. Grades will not be issued until the books are paid for.
2. MONEY OWED – When a student owes money at the end of the school year (cafeteria, library, fund raiser, shop, etc.) the student's grades and report card will be held until the money is paid.

Discipline

School-Wide Positive Behavior Support (SWPBS) is all about communication and consistency. Creating predictability for staff, students, and parents has been a primary goal of CCMS. Communicating to the students and “getting on the same page” with other adults when it comes to enforcing rules, addressing behavior infractions, and administering appropriate consequences begins by establishing categories of major and minor infractions. Major infractions are those that are to be handled by the administration while minor infractions are those that are to be handled by the teacher. Predictable consequences for behavior infractions that are delivered consistently by all staff in a professional manner throughout the entire school are vital to the integrity of SWPBS. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that he or she made. The consequences are provided on a continuum matched to the intensity of the misbehavior. The Coffee County Middle School Table of Major and Minor Infractions are as follows:

Definitions of Major/Minor Infractions

INFRACTION	DEFINITION	<u>MINOR</u> INFRACTION	<u>MAJOR</u> INFRACTION
Abusive/ Inappropriate Language	Any use of words, phrases, language, or gestures that are sexual and/or derogatory in nature or inappropriate for the school environment	Use of inappropriate language not directed at any one person and of low intensity	Abusive language/ profanity directed at a person and/or of high-intensity
Fighting/ Physical Aggression	Exchange of blows or assault of physical blows, such as hitting, slapping, pushing, shoving, etc; This includes students who instigate fights.	Silly horseplay, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving, “Not keeping hands/feet to self”	Physical contact with the intent or having the outcome to cause injury; In addition, instigating or promoting a fight; Juvenile court petition could be filed
Disrespect/Defiance/ Noncompliance/ Insubordination	Any behavior, activity, or action deliberately undermining any adult’s authority	Talking back, not following directions, sleeping, chewing gum, refusal to complete assignments, ignoring request of adult	Refusal or non-compliance after multiple requests from an adult to stop the behavior; Juvenile court petition could be filed

Red Raider Pride means being Responsible, Respectful, and Prepared

INFRACTION	DEFINITION	MINOR INFRACTION	MAJOR INFRACTION
Lying/Cheating/Plagiarism	<p><u>Lying</u>: Making a statement which one knows to be untrue</p> <p><u>Cheating</u>: Using dishonest methods to gain advantage</p>	<p><u>Lying</u> to get out of trouble – does not endanger others Example – white lie or a lie by omission of fact</p> <p><u>Cheating</u> – willingly copying another’s work or answers or letting some one copy your work or answers (plagiarism)</p>	Lying that endangers others; Lying to implicate others
Discrimination/ Harassment/ Bullying Intimidation/ Cyberbullying (always notify to counselor)	CCBOE policy 6.304: State Law § 49-6-4502 State Law § 49-2-120	Always a major infraction	Always a major infraction as defined by State Law §49-6-4502/§49-2-120 (See page 31) * Could result in court action as defined by state law
Tardy to Class	A student is tardy if he/she is not through the classroom door when the bell rings or at the appointed time if bells do not ring.	Tardiness that does not exceed definition by school policy (Less than 3 tardies per quarter/6 weeks per class)	Excessive tardiness as defined by school policy (3 or more tardies per quarter/6 weeks per class)
Skiping Class/Truancy	Student leaves class/school without permission or stays out of class/school without permission (Student arriving to class five or more minutes late without permission)	Always a major infraction	Being in any area not specifically given permission to be in to willfully miss or “get out” of class or event
Property Misuse	Low-intensity misuse of school/individual’s property	Breaking writing utensils, kicking furniture, mishandling textbooks/library books, tearing up paper/assignments, handouts	Always a minor infraction

Red Raider Pride means being Responsible, Respectful, and Prepared

INFRACTION	DEFINITION	<u>MINOR</u> INFRACTION	<u>MAJOR</u> INFRACTION
Property Damage/Vandalism	Student participates in an activity that results in destruction or permanent disfigurement of property: any damage done to school property that impairs its usefulness; See CCBOE policy 6.311. (Restitution to be paid)	Always a major infraction	Broken windows/ damaged property as result of horseplay/ aggressive behaviors, etc., tampering with equipment/ impairing its usefulness, tampering with a computer's settings or putting a virus on a computer which could lead to hardware/software damage
Forgery/Theft	<u>Forgery</u> : Falsification of any document; Signing someone else's name to a document. <u>Theft</u> : Taking property that belongs to someone else without permission	Always a major infraction	Forged notes from parents, doctors, teacher, etc., stealing, hiding/purchasing stolen property, aiding someone in stealing; Any student who is guilty of this offense may be charged by the administration and taken before the Juvenile Court System of Coffee County. This also applies to any student who is guilty of having stolen property in his/her possession.
Dress Code Violation	Student wears clothing or items that do not fit within the dress code guidelines established by CCMS and CCBOE policy 6.310.	Any violation that can be altered in the classroom/ school to bring the clothing item into compliance with the dress code; Examples: turning a shirt inside out (go to bathroom area to do this), rolling down the waist band of a skirt, putting a belt or improvised belt on to prevent sagging pants, putting on a jacket/shirt/ jogging pants	Refusal or non-compliance after multiple violations/requests that requires altering in or beyond the classroom/school environment

INFRACTION	DEFINITION	<u>MINOR</u> INFRACTION	<u>MAJOR</u> INFRACTION
Technology Violation	Student engages in inappropriate use of electronic devices, pager, music/video players, camera, and or computer	Using music/video players, cameras, computers, etc. without permission; Being off task while using computer; Accessing benign web addresses not authorized by a teacher	Intentionally trying to access or accessing material that is inappropriate, offensive, or otherwise blocked; Bypassing filters, downloading without permission; Altering or adding to any existing area of the computer; use of device to record a fight or use of device in locker rooms/restrooms
Inappropriate Public Displays of Affection	Any public displays of physical contact	Low intensity person-to-person contact such as hand holding, hugging, kissing, etc.	Excessive, high intensity, inappropriate physical/sexual contact
Inappropriate School Location	Being in an unauthorized area of the building or grounds; Intentionally being in any inappropriate area not approved by the current teacher of record	Always a major infraction	Always a major infraction
Cell Phone Violation	Students may possess a cell phone while on school property. It must be in the off mode and may not be used, seen, or heard upon arrival on campus and until school is dismissed.	Cell phone that violates the CCBOE policy by being <u>used, seen, or heard.</u> (Approved consequences apply in all cases.)	Always a minor infraction.
Failure to do Assigned Discipline	Failure to do any assigned discipline for any previous misbehavior	Always a minor infraction	Always a minor infraction

Red Raider Pride means being Responsible, Respectful, and Prepared

INFRACTION	DEFINITION	<u>MINOR</u> INFRACTION	<u>MAJOR</u> INFRACTION
Use/Possession of Tobacco	Possession and/or use of tobacco and/or tobacco paraphernalia (including E-cigarettes) at school or at any school-sponsored activity; See CCBOE policy 1.803.	Always a major infraction	Always a major infraction; Court actions and tobacco citation will be applied
Use/Possession of Alcohol	Possession and/or use of or being under the influence of alcohol at school or at any school-sponsored activity; See CCBOE policy 6.309.	Always a major infraction	Always a major infraction; Court actions and juvenile petition will be applied
Use/Possession of Drugs/Synthetic Drugs/Illegal Substances	Possession and/or use of or being under the influence of illegal drugs/synthetic drugs/illegal substances; possession of drug paraphernalia at school or at any school sponsored activity; See CCBOE policy 6.309.	Always a major infraction	Always a major infraction; Court actions and juvenile petition will be applied
Use/ Possession of Weapons	Possession of firearms or dangerous weapon on school property or during school related activity; See CCBOE policy 6.309.	Always a major infraction	Always a major infraction; Court actions and juvenile petition will be applied
False Alarm/Bomb Threat	Intentional misuse of fire alarm; Any bomb threat(s) made toward school property; Intentional false reporting of serious acts of any nature	Always a major infraction	Always a major infraction; Court actions and juvenile petition will be applied
OTHER	Any other problem behaviors that do not fall into the above categories	Other minor problem behavior	Other major problem behavior
<ul style="list-style-type: none"> • Discrimination/Harassment/Bullying/Intimidation/Cyberbullying made outside of school hours (i.e. social networking websites) that result in a substantial distraction/disruption to the school/classroom/learning environment may result in disciplinary action. • Per CCBOE policy 6.3071 – Students are subject alcohol and drug testing. 			

When a student chooses to violate the rules and policies under which CCMS operates, the consequences may include, but are not limited to:

- a. Counseling
- b. Physical activity
- c. Report to parents
- d. Restriction of privileges (including SWPBS assemblies/Field Trips/Socials)
- e. Community service within the school
- f. In-Team Detention
- g. Corporal punishment
- h. Bus Reports (Board policy to be followed)
- i. In-School Detention (ISD)
- j. Alternative School assignment
- k. Out of School Suspension
- l. Expulsion
- m. Court action
- n. Other

❖ **If a parent objects to the use of corporal punishment for his/her child or wishes to be called prior to, the parent must notify the school in writing each year.**

1. OUT OF SCHOOL SUSPENSION

A student who is suspended may receive a zero on any lessons assigned while he/she is suspended. A copy of the suspension report will be placed in the permanent record and a possible court petition will be filed.

2. ALTERNATIVE SCHOOL (Koss Center)

Students who are assigned to the Koss Center (Alternative School) will have to arrange for transportation to and from the Koss Center. All work will be made up under the direction of the Mr. Shelton, Principal of the Koss Center. The student must show satisfactory improvement before he/she can be readmitted to CCMS. Mr. Shelton and the CCMS administration will decide if the student should be readmitted. Readmitted students from the alternative school may report to ISD in order to earn their way back into the regular classroom setting.

3. ZERO TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. A student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined in 18 U.S.C. 921.
2. A student committing battery upon any teacher, principal, administrator, any other employee of the Coffee County Schools, or school resource officer.
3. Any student unlawfully possessing any drug including any controlled substance as defined in TCA 39 – 17 – 403 through 39 – 17 – 415, or legend drug as defined in 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

- The more major violations and repetition of major or minor violations will result in stronger discipline measures. Several major violations could result in a permanent suspension. A copy of the suspension report will be placed in the permanent record.
- At any time during the school year, the administration may prohibit additional student behaviors or other items as deemed necessary to maintain a safe and productive school environment.
- In addition to these school rules (and any others not in this handbook that are deemed necessary), students at CCMS are also guided by policies of the Coffee County Board of Education, the Minimum Rules and Regulations of the Tennessee State Board of Education, Federal and State laws. These rules and policies apply to all school and system events.

Dress Code Policies

The CCMS dress code policies are designed to give clear guidelines due to increasing concerns of staff, parents, and students. Current fashions are at times very revealing and can be inappropriate to be worn at school. Students' dress and grooming shall be appropriate, clean, and neat. It is expected that a student's appearance and personal hygiene will not be a distraction to others nor interfere with learning. The administration has the right to determine if attire or appearance is inappropriate for school. In matters of opinion, the judgment of building administration will prevail. Administration has the authority to take appropriate action when violations of these dress standards occur.

The following policies apply:

1. Dress that is distracting or disruptive to the school environment or instruction is prohibited.
2. All clothing should be size appropriate.
3. Skirts, shorts, or skorts (a skirt-shorts combination) must reach or extend to a minimum length of 4" above the center of the kneecap (even when worn with leggings/sliders/jeggings/yoga pants/etc.).
4. All pants must be worn at the waist: no sagging or low-riding. Belts are to be worn on the waist and properly.
5. Pants, shorts, etc. should have no slogans across the seat.
6. There are to be no holes visible at any time on any article of clothing 4" above the center of the kneecap. This applies even if the student is wearing leggings/sliders/jeggings/yoga pants/ etc. underneath the garment.
7. Leggings/Sliders/Jeggings/Yoga pants can be worn only if clothing worn over them meets dress code requirements. These items cannot be worn as pants only.

8. Undershirts and tank tops must extend to a minimum length of 2” wide across the shoulders. **No low-cut/revealing tops are allowed**. (Shirts must be long enough to be tucked in if requested).
9. Clothing or possessions that advertises substances that are illegal for teens (drugs, alcohol, tobacco products, etc.) or that is otherwise inappropriate (sex, profanity, weapons, gang affiliation, etc.) is prohibited.
10. Clothing or possessions which promote/display inappropriate messages is prohibited. Apparel with lewd, vulgar, obscene, or suggestive language/design is prohibited.
11. Mesh tops or see-through material must be worn with an article of clothing worn under them that is in compliance with the dress code requirements.
12. Clothing or jewelry that has rings, spikes, or chains is prohibited for safety reasons.
13. Visible body piercing jewelry (nose, tongue, lip, eyebrow, etc.) that is distracting or disruptive to the school environment or instruction is prohibited. **Students will not be allowed to attend classes until he/she complies with this policy.**
14. Tattoos that display drugs, sex, alcohol, tobacco products, or are offensive must not be visible at any time.
15. Top/Trench coats may not be worn.
16. Appropriate footwear must be worn at all times for safety reasons.
17. Head coverings such as bandanas, scarves, sweatbands, hats, caps, hoods, “do-rags,” or hair nets may not be worn or seen during school times or functions, except as approved by the principal on an individual basis. Items will be confiscated.
18. Hair color or styling that is distracting or disruptive to the school environment or instruction is prohibited.
19. Eyes are a reflection of a student’s health and attention. Hair must be brushed/combed so that both eyes are visible at all times. Special effect contacts are prohibited.
20. Pajamas are prohibited.
21. Sunglasses inside the building are prohibited unless prescribed by a doctor.
22. No gloves to be worn inside building.

Students who violate the dress code policy will not be allowed back to class until they are in compliance. Repeated violation of the dress code policy will require more severe action. The actions include, but not limited to:

- School provided clothing
- Calling parents to bring appropriate clothing
- Restriction of privileges
- In-School Detention (ISD)
- Any other action deemed appropriate

❖ **School dress code policies are subject to modification at any time. School administration reserves the right to ban or not allow any attire or grooming that might be distracting or disruptive to the school environment or instruction.**

Elevator Use

The use of the elevator is strictly used for those with physical limitations (permanent or temporary). This is monitored by the school nurse and administration. Contact either if you have questions/concerns regarding this.

Expectations Matrix

School-Wide Positive Behavior Support (SWPBS) provides a positive focus to encourage desirable student behaviors. A set of universal expectations for behavior, positively stated, are established for ALL students in ALL locations of the school. These expectations reflect a set of core values. At CCMS those values are: **RESPONSIBLE, RESPECTFUL, AND PREPARED.**

The expectations matrix shown on pages 26-28 identifies various school locations and then determines what each of the core values looks like in that setting. The specific expectations are described in a concise and positive manner. By developing a matrix of universal positive behavior expectations, the school is establishing a common language for staff and students. School-Wide Positive Behavior Support is a visual approach. It asks the question, “What do respectful, responsible and prepared behaviors look like in different locations at CCMS?” Interventions and strategies will be implemented to teach and reinforce these behaviors.

AREA	RESPONSIBLE	RESPECTFUL	PREPARED
Assemblies	<ul style="list-style-type: none"> • Give speaker full attention – no talking, and eyes on speaker • Keep hands and feet to self 	<ul style="list-style-type: none"> • Use indoor voice • Follow directions • Enter and exit quietly • Applaud appropriately 	<ul style="list-style-type: none"> • Be present during required assembly times • Know and follow procedures
Arrival/Dismissal	<ul style="list-style-type: none"> • Go directly to assigned area • Stay in assigned areas 	<ul style="list-style-type: none"> • Use appropriate/ positive language • Remove hats/hoods when entering building • Follow all staff directions the first time given 	<ul style="list-style-type: none"> • Be ready to enter or exit car/bus when vehicle stops • Go directly to the gym or cafeteria • Bus/car notes signed before the end of the day
Bus	<ul style="list-style-type: none"> • Report problems to bus driver • Clean up after yourself • Remain seated 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Use appropriate/ positive language 	<ul style="list-style-type: none"> • Have all items needed to go to and from home • Know and follow procedures • Know your bus # and driver name
Cafeteria	<ul style="list-style-type: none"> • Handle food as it is meant to be handled • Clean up after yourself • Throw trash in the garbage can 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Use appropriate/positive language • Follow directions 	<ul style="list-style-type: none"> • Be attentive to staff • Have money ready for checkout • Know and follow established procedures
Classrooms	<ul style="list-style-type: none"> • Enter/exit quietly • Turn in assignments on time • Accept responsibility for your actions 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Watch and listen to instructor • Follow adult directions 	<ul style="list-style-type: none"> • Bring all supplies to class • Have assignments ready
Computer Lab	<ul style="list-style-type: none"> • Enter/exit quietly • Follow “Student Acceptable Use Policy” • Clean up area • Turn off monitor when finished 	<ul style="list-style-type: none"> • Be attentive to teacher; follow his/her guidance • Leave food/drink outside • Leave computer settings as directed 	<ul style="list-style-type: none"> • Know and follow established procedures • Bring all needed supplies

AREA	RESPONSIBLE	RESPECTFUL	PREPARED
Field Trips	<ul style="list-style-type: none"> • Interact in a positive manner • Clean up after yourself and others 	<ul style="list-style-type: none"> • Represent Coffee County Middle School • Use appropriate and positive language 	<ul style="list-style-type: none"> • Review bus expectations • Bring appropriate materials (money, sunscreen, jackets, etc.)
Gym	<ul style="list-style-type: none"> • Take care of and return equipment • Report problems to staff • Walk away from potential fights 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Be a good sport/play safe • Listen to teacher directions 	<ul style="list-style-type: none"> • Arrive to the gym on time • Bring proper attire and necessary items • Know and follow established procedures
Locker Room	<ul style="list-style-type: none"> • Enter locker rooms only with teacher permission • Change quickly, exit quickly • Report incidents 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Respect people's privacy and property • Help keep locker rooms clean 	<ul style="list-style-type: none"> • Bring all necessary clothing • Know and follow all established procedures • Leave all unnecessary items in your locker or at home
Hallways	<ul style="list-style-type: none"> • Stay to the right side of hallway • Walk quietly in a line when with class • Walk slowly and be aware of others 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Help others if needed • Use appropriate/ positive language 	<ul style="list-style-type: none"> • Get all items needed from locker at designated time • Clear hallway before bell rings
Library	<ul style="list-style-type: none"> • Enter/exit quietly • Use all library material for intended purposes only • Return books on time 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Use "library" voice • Leave food/drinks out of library • Care for all library material and use for intended purposes only 	<ul style="list-style-type: none"> • Have necessary materials/pass before entering library • Know and follow all library rules • Know your schedule and time limit
Restroom	<ul style="list-style-type: none"> • Use restroom for intended purpose only • Report problems to staff • Always flush toilet • Wash and dry hands 	<ul style="list-style-type: none"> • Keep hands and feet to self • Keep bathrooms clean • Maintain privacy of others 	<ul style="list-style-type: none"> • Use restrooms during designated times only • Leave materials and property outside restroom • Get in/out as quickly as possible

AREA	RESPONSIBLE	RESPECTFUL	PREPARED
Science/ STEM Lab	<ul style="list-style-type: none"> • Enter/exit quietly • Use materials/tools as directed • Follow lab safety rules 	<ul style="list-style-type: none"> • Be attentive to teacher; follow his/her guidance • Keep hands/feet/objects to self • Leave work area as you found it • Leave food/drinks outside 	<ul style="list-style-type: none"> • Know and follow established procedures • Bring supplies to class
Sporting Events	<ul style="list-style-type: none"> • Follow all established school rules/dress code • Clean up after yourself and others • Report problems to staff 	<ul style="list-style-type: none"> • Be a good sport • Use appropriate/positive language • Represent Coffee County Middle School well 	<ul style="list-style-type: none"> • Make arrangements for your drop-off and pick-up • Be aware of others so everyone can enjoy event
Stairwell	<ul style="list-style-type: none"> • Walk slowly/take one stair at a time • Use the handrail appropriately • Immediately report any spills or debris 	<ul style="list-style-type: none"> • Keep hands/feet/objects to self • Maintain a safe distance between you and others • Clear the path and keep the stairwell free of objects 	<ul style="list-style-type: none"> • Before entering stairwell, have your supplies • Know the appropriate stairwell to use

Family Life Curriculum

As a component of health classes at CCMS, and as mandated by law, students will participate in the family life curriculum. A parent or guardian who wishes to excuse a student from any of all portions of the family life curriculum must submit a request in writing to the school principal (TCA 49-6-1304) or complete the form provided at the beginning of the school year.

FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Coffee County School System receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Coffee County School System to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Coffee County School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Field Trips/Events/Extracurricular

In order for students to participate in field trips/events/extracurriculars, the student must have a passing average in the classes that will be missed unless other provisions are given. In addition, any student suspended from a school bus will not be allowed to ride a bus on the field trip/event/extracurricular.

- ❖ **School administration has the right to revoke the privilege of attending a field trip/event/extracurricular for those students who have recurring disciplinary infractions.**
- ❖ **Eligibility requirements for field trips/events/extracurriculars will apply to all students. These requirements will be academic, attendance, and discipline related and will be relayed prior to.**

Free Appropriate Education Policy

Homeless Children & Youth Have the Right to a Free, Appropriate Public Education

Homeless is defined as anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care
- In cars, parks, public places, bus or train stations, or abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

Where can homeless children and youth attend school?

- The school the children attended before becoming homeless or was last enrolled in (school of origin)
- The school in the attendance area where the child or youth is temporarily living

How can delays be avoided when enrolling a homeless child or youth in school?

- Homeless children must be enrolled immediately.
- If school records are unavailable, ask that the records be sent electronically or shared over the phone.
- Ask that a student's immunization record be transferred over the phone from the sending school to the receiving school.
- Contact your school district, principal, counselor, or local homeless education liaison with any concerns.

❖ For additional information, contact Mr. Joe Pedigo at the Superintendent's Office.

Grading System

100 - 93 = A

92 - 85 = B

84 - 75 = C

74 - 70 = D

69 - 0 = F

Cheating/Plagiarism

Students who are found to have cheated or plagiarized an assignment will receive the following:

- 1st Offense per class/year:
 - Zero on the initial assignment
 - Assignment will be given again and the grade will be the average of the two
 - Minor ODR and Parent Notified
- 2nd Offense per class/year
 - Zero on the assignment (no opportunity for retake)
 - Minor ODR and Parent Notified
- 3rd Offense or more
 - Other administrative action

Students involved in extracurriculars/clubs/athletics may receive additional consequences.

Hall Pass

When leaving a regularly assigned place, students must have a student agenda to use as a hall pass. The agenda is signed by the teacher to give permission for a student to be in another area of the building. Students have the responsibility of keeping up with their agenda at all times.

Harassment/Bullying/Discrimination Intimidation/Cyberbullying/Hazing

- ❖ As Defined by State Law § 49-6-4502
- ❖ As Defined by State Law § 49-2-120
- ❖ Harassment, Intimidation or Bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:
 - If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
 - Physically harming a student or damaging a student's property;
 - Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
 - Causing emotional distress to a student or students; or
 - Creating a hostile educational environment; or
 - If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.
- ❖ Cyberbullying means bullying undertaken through the use of electronic devices;
- ❖ Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;
- ❖ Hazing means any intentional or reckless act in this state, on or off LEA property, by one student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
 - See CCBOE policy 6.304

To report any information concerning any of the above listed topics, please contact one of the following:

6th grade: Susan Ferrell – ferrells@k12coffee.net

7th grade: Lana Creek – creekl@k12coffee.net

8th grade: Gina Cleek – cleekg@k12coffee.net

Principal: Kim Aaron – aaronk@k12coffee.net

Assistant Principal: Jason Creek – creekj@k12coffee.net

If the investigation determines that any of the above has occurred, the administration shall take reasonable, timely, and effective corrective action. Any student(s) who violate this may be subject to the following consequences, but are not limited to, the following:

- Counseling (Training/Intervention)
- Report to parents
- Corporal Punishment
- In-School Detention
- Alternative School Assignment
- Out of School Suspension
- Expulsion
- Court Action
- Other

Items to Leave at Home

Certain items are to be left at home unless prior teacher permission is given. These include (but are not limited to):

- 1) video games, CDs
 - 2) fidget spinners/cubes
 - 3) toys, such as: stuffed animals, pacifiers, games, yo-yos, laser pointers
 - 4) collectables, such as trading cards
 - 5) comic books and magazines
 - 6) any type of gambling device, such as: cards, dice
 - 7) essential oils
 - 8) personal items, such as: mouthwash, cologne, body spray, blankets
 - 9) No sodas, energy drinks, coffee, etc (Water, Sport Drinks, and Juices are permitted)
 - 10) Students are not permitted to sell any items at school, school-related activities, or on school buses unless it is a school-related activity authorized by the school administration.
- Faculty members have been instructed to take any items that disrupt the school day to the office.

Library Media Center

Coffee County Middle School students are fortunate to have an established library of over 10,000 books and reference materials. The library receives subscriptions to 45 magazines as well as The Manchester Times and The Tennessean.

Students may check out their books according to the following rules:

- a. Books are due one week from the day they are checked out. Books may be renewed.
- b. Students are charged five cents for each day they fail to return the book after the date due.
- c. If a student has lost a book, he/she should report it to the librarian and the overdue fine will stop. If the book is not found by the end of the semester, payment for the book is expected.
- d. Reference materials may be checked out with special permission. Please be considerate of others and return materials on time so that others may use them.

Students who wish to use the computers in the library for research will need to provide their own storage drive.

Lockers and Locks

All lockers are subject to search. Lockers should be kept neat and free from accumulated trash. Posters and/or signage are not permitted on the outside of lockers. Lockers are the property of Coffee County Middle School and may be checked periodically by teachers and/or administration. Failure to maintain the locker properly will result in the loss of locker privileges.

Backpacks, large bags, purses, large coats, and other personal items are to be left in the locker during the school day with the exception of during related arts classes. All personal items should have the student's name on it. It is strongly recommended that students who bring electronic devices to school place them in their lockers with a lock throughout the entire school day. **Lockers are not to be changed or shared unless given permission by teachers and/or administration.**

Students are advised to keep locks on lockers. Homeroom teachers must be provided with a copy of the combination/key or the student will lose his/her locker privileges until they provide the homeroom teacher with the necessary items. Locks can and will be cut off if the need arises.

Lost and Found

You may check for or report lost articles in the office. All found articles should be turned in to the office. At the end of each quarter, unclaimed items will be removed and donated to local charities.

Medication/Medical Equipment

For the protection of both the ill or injured child and the staff, no school official shall dispense medication of any kind to students except in unique situations in which a child's health is dependent upon emergency aid. All students who take medication during the school day must have appropriate documentation for self-administration. This includes all prescription medications and all over-the-counter medications (such as aspirin, cough drops, eye drops, and nasal spray).

The student's parent/guardian must give permission in writing for school personnel to assist with self-administration of medications for any medication used during the school day. The prescribing physician must also give written permission including name of medication, dosage, time, and possible side effects along with their signature. The written form must match the medication bottle provided by the pharmacy. At no time will the Coffee County School System administer any prescription or over-the-counter medication without appropriate documentation. This is for the safety of the student.

Medications are to be brought to school and picked up in their original container provided by the pharmacy and by the student's parent or guardian. It is the parent's responsibility to bring their child's medication to school. Failure to do so is a violation of the system-wide drug policy. Under no circumstance will medications be transported on the school bus.

Contact the school nurse, Belinda Nicholson, regarding the use of any medical equipment.

Nondiscrimination Policy

NONDISCRIMINATION POLICY FOR ALL COFFEE COUNTY SCHOOLS

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the rehabilitation act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

“It is the policy of the Coffee County School system not to discriminate on the basis of sex, race, national origin, creed, age, marital status, religion or disability in its educational programs, extra curricula activities or employment as prohibited by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act, Rights Act and any other Federal and/or State Civil Rights laws.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as member of a pluralistic society.”

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

**Deputy Director of Schools
Coffee County Board of Education
1343 McArthur Street
Manchester, TN 37355
Phone: 723-5150**

Olweus Bullying Prevention Program

The Olweus Bullying Prevention Program is:

- Designed for all students
- Preventive and responsive
- Focused on changing norms and restructuring the school setting
- Research-based
- Not time-limited: Requires systematic efforts over time

The Olweus Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Personal Communication/Electronic Devices

According to CCBOE policy 6.312, students may possess personal communication/electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls (as well as lockers). Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and iPods. The principal or his/her designee may grant permission to use a personal communication/electronic device at the principal's or his/her designee's discretion. A device used outside these parameters shall result in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action.

- It is strongly recommended that students who bring these devices to school place them in their lockers with a lock throughout the entire school day.
- The personal communication/electronic device must be in the off mode and may not be used, seen, or heard upon arrival on campus until school is dismissed.

Consequences for use of electronic violations (approved by CCBOE), but not limited to:

- 1st Offense – Confiscated until end of the day, **Parent Notified (Parent must pick up the device)**
- 2nd Offense – Confiscated for 1 week (5 school days), **Parent Notified (Parent must pick up the device)**
- 3rd Offense – Confiscated for 3 weeks (15 school days), **Parent Notified (Parent must pick up the device)**
- 4th Offense – Confiscated for 6 weeks (30 school days), **Parent Notified (Parent must pick up the device)**
- 5th Offense – Confiscated for 9 weeks (45 school days), **Parent Notified (Parent must pick up the device)**

** An ODR will be written for each offense to document the incident and notify the parent.*

** For each offense after the 5th, the device will be confiscated for 9 weeks (45 school days).*

** If the 1st offense is use of device to record a fight/altercation or in the locker room/restroom, the consequence for 2nd offense applies (additional consequences may apply).*

Note: The school will not be responsible for items that are lost or stolen. Items will not be given back for weekends, holidays, etc. that fall within the confiscated days.

Promotion/Retention Policy

In order to be considered for promotion at the end of the regular school year, students in grades 6-8 must achieve a 70 average or above in at least three of the four following subjects—Language Arts, Mathematics, Science, and Social – and must pass at least one semester of their Related Arts.

Report Cards and Progress Reports

Progress Reports are issued in the middle of each nine weeks. Report cards are issued approximately eight school days after the end of the nine-week grading period. A duplicate will have to be obtained from the principal. Report cards and Progress Reports are expected to be returned within five school days of being issued. Any student caught with altered grades or having duplicate report cards without permission will be referred to the Principal or Assistant Principal for disciplinary action.

- Mid-quarter progress reports will be sent home each quarter. All progress reports must be signed by a parent/guardian and returned to homeroom teachers.
- Report cards must be signed by a parent/guardian and returned to homeroom teachers.

✓ **Parents will be contacted if progress reports and report cards are not returned signed in a timely manner.**

Students will be recognized at Coffee County Middle School in a variety of ways. These include:

GOLD ROLL: To be eligible for the Gold Honor Roll, a student must have no grade below a 93.

SILVER ROLL: To be eligible for the Silver Honor Roll, a student must have no grade below 93 except for one grade which must be at least an 85.

BRONZE ROLL: To be eligible for the Bronze Honor Roll, a student must have no grade below an 85.

BUG ROLL (Bringing Up Grades): To be eligible for the BUG Roll, beginning 2nd 9wks, a student must bring up grades (by at least 1 point) in at least 3 core academic subjects.

PERFECT ATTENDANCE: To be eligible for the Perfect Attendance Certificate at the end of the school year, a student must have been present each school day with **no check-ins or check-outs**. (Note: **the report card does not accurately reflect a student's perfect attendance status.**)

School Counseling Program

Each grade level has a School Counselor to work with students, parents, and teachers to promote school success for every student. *School Counselors are available to all students, not just those in a crisis situation.* Students are encouraged to speak with his/her grade level counselor regarding issues with grades, family problems, bullying, personal problems, conflicts with friends, etc. Parents are also encouraged to contact the grade level School Counselor to discuss concerns involving their children.

6th Grade Counselor

Susan Ferrell

ferrells@k12coffee.net

7th Grade Counselor

Lana Creek

creekl@k12coffee.net

8th Grade Counselor

Gina Cleek

cleekg@k12coffee.net

School Resource Officer (SRO) and School Nurse

The school nurse and S.R.O. will assist students with problems or questions pertaining to both school and personal life. Students must obtain permission from the teacher whose class they will be missing before going to the school nurse or S.R.O. Parents are encouraged to contact the school with any concerns they may have.

School Resource Officer (SRO) – Laura Nettles – nettlesl@k12coffee.net

School Nurse – Belinda Nicholson – nicholsonb@k12coffee.net

Student Agendas

In order to help students develop organization skills, encourage parent-teacher communication, and help students keep track of assignments and other important information, the school has issued student agendas. The student agenda is a link between home and school and the staff encourages parents to check the agenda daily. The student agendas include the student handbook and serves as the student's hall pass as well. The agenda is **required** and must be kept in each student's possession throughout the entire day.

- There is a \$5 replacement cost for each agenda that is lost.

Student Information

Any changes to a student's white registration card must be made by a parent or guardian. This would include any changes in address, phone number, name changes, legal information, etc. This information can not be changed verbally over the phone.

We request any person needing a document copied from a permanent record or for proof of attendance (birth certificate, social security card, immunization records, etc.) give the office a 24 hour notice.

Student Rights and Services

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, TN Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
1-615-741-2851

Student Sales

Students are allowed to sell only the materials approved for school sales during the designated times. Selling for out-of-school groups such as churches, clubs, or personal sales will not be permitted.

Telephone Use

Classroom instruction time at CCMS is very valuable. Phone call messages from parents, unless urgent, will be relayed to the student through their teachers. Students are not permitted to use the phone to ask their parents to come and pick them up. Any call to parents to pick up a student because of sickness or any other reason must be made through the Nurse's Office before 2:30.

Updates

All policies and procedures cannot adequately be set down in writing. The school administration, therefore, reserves the right to eliminate, change, or add to these policies when notification is given.

Visitors

To ensure the safety of our students, all visitors must report to the Principal's Office and sign in immediately upon entering the building.

School and Classroom Map will be added

PDF File

Main Level

School and Classroom Map will be added

PDF File

Lower Level

Coffee County School System Student Acceptable Use Policy and Internet Safety Policy (AUP)

The Coffee County School System (CCSS) provides students with access to computers, network systems, and other technology equipment so that teachers may use these tools as part of the instructional process. Teachers or approved CCSS representatives are responsible for providing educationally relevant lessons, supervision, and instruction to help students get the most benefit from available technology resources. Students are responsible for using the systems in a manner consistent with the goals of the school system and to be respectful of other Users as well as adhere to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements as stated in Tennessee Code Annotated 49-1-221. In general, students are permitted to use technology resources for educational purposes with the permission and guidance of a supervising CCSS staff member or approved CCSS representative provided the guidelines and restrictions herein set forth are followed.

TECHNOLOGY RESOURCES

Technology equipment provided by the schools are the property of CCSS and is intended to be used by teachers, staff and students for educational purposes consistent with the goals of the school district. To maintain efficient functionality of the equipment and to ensure its appropriate use, the district reserves the right to monitor all network traffic, search all files stored on district-owned systems and to take such action as necessary to assure that system resources are available for their intended purposes. Therefore, students should have no expectation of privacy when using school networks or technology equipment. Additionally, students may not store personal files or data, install or remove software, modify system settings, or otherwise alter existing systems without the express approval of a supervising CCSS teacher or approved CCSS representative.

NETWORK SYSTEMS

School computer systems exist in a networked environment that is designed with safeguards to ensure its dependability but which also relies on the goodwill of its users. Students who disrupt or compromise system resources by altering the network infrastructure or settings, attempting to acquire or use the login credentials of other users, introducing resource-draining applications, monitoring the network traffic of other Users, bypassing existing security restrictions, or otherwise compromise the integrity of the network will be subject to disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement.

INTERNET ACCESS

The CCSS provides Internet access to every school and should only be used for instructional and administrative purposes. In providing this access, the CCSS attempts to limit the availability of web content that is inappropriate for students in the school environment. While these restrictions are typically sufficient to protect the innocent, it is impossible to completely prevent students from accessing inappropriate material. Therefore, all students are responsible for using the Internet in an appropriate manner and are permitted access only through the school's filtered Internet service. Students are permitted to access the Internet only with a signed technology use agreement form and the permission of a supervising CCSS staff member or approved CCSS representative. Students who attempt to circumvent the filter system by either software or use of websites, access inappropriate Internet services or publish inappropriate content, or assist others in accessing or publishing such content or services, are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

Inappropriate uses of the CCSS network include, but are not limited to:

- Pornography
- Gambling
- Use of network for commercial purposes (Buying and selling for personal gain)
- Harassment, insulting, defaming or attacking others (Cyber Bullying)
- Violating Copyright Laws
- Illegal Activities
- Hacking or obtaining access to unauthorized systems
- Obscene Language
- Trespassing in other's files or folders
- Using another person's identity or password to access the network
- Damaging or modifying computer systems without permission from CCSS Tech Department

Even though CCSS blocks certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. CCSS runs filtering software as required by CIPA (Childhood Internet Protection Act) and TN Senate Bill No. 3702 (49-1-221). The District technology staff has the right to remove any unauthorized or unlicensed software, restrict the use/listening /watching of streaming media to preserve District bandwidth and the district will restrict the use of games for staff and students with the exception of educational software that have been approved by the district.

STUDENT EMAIL AND DOCUMENT ACCOUNTS

Students may be issued a student email account. All student email accounts are accessible at any time by approved CCSS staff. Any abuse of the service (bullying, profanity and other violations of stated by this AUP) may result in the student's access of the service removed and are subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

CHAT ROOMS, NEWSGROUPS, SOCIAL NETWORKS, E-MAIL

Students are not allowed to participate in chat rooms, newsgroups, social networks or e-mail using the CCSS network that are not provided by CCSS. Any circumvention or violation of this policy may result in disciplinary action up to and including suspension, expulsion, and when applicable the involvement of appropriate law enforcement. Teachers may request that students be allowed access to these technologies, but the request must be made to the teacher's principal and then the principal request sent to the Director of Technology. Students that violate this policy may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

DOCUMENTS, FILES AND SOFTWARE

Students should not alter copy, move or delete any files that belong to other people. Game, media or other files shall not be downloaded and installed on any CCSS computer system without the supervision and permission of CCSS staff.

PERSONAL DEVICES

While personal computers, electronic devices and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use personal computers, electronic devices and digital storage media only with the permission of a supervising CCSS staff member or approved CCSS representative for the duration of the project. A student may NOT use previously mentioned equipment on campus on their own accord. When brought onto school property, these devices are subject to search and may be confiscated pending review and students may be subject to disciplinary action and when applicable the involvement of appropriate law enforcement.

WARRANTY

Coffee County School District makes no warranties of any kind, whether expressed or implied, for the technology resources it provides. The district will not be responsible for damages suffered by students in the use of technology resources including loss of data, interruption of services, and access to inappropriate content online.

INTERNET SAFETY

It is the policy of Coffee County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Tennessee Department of Education requirements.

Coffee County Schools recognizes the importance of keeping children safe online. To address this issue, the district will provide the following:

Internet Training to Students

Internet safety training to students in K-12 is a part of their regular instruction. Resources will be provided to classroom teachers and instruction time will be allotted. Education about safe and appropriate online behavior will be integrated into the K-12 curriculum and instruction. Students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online as well as appropriate behavior on social-networking and chat-room web sites and the dangers of cyber bullying and to learn about protecting personal information.

Supervision and Monitoring

It shall be the responsibility of all members of the Coffee County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Evaluation and Review

The district will annually review its Internet safety program to make such adjustments as necessary. The Technology and Planning Committee will review and evaluate all aspects of the Internet Safety Policy and program annually and will recommend revisions as needed.

Professional Development Opportunities for Teachers and Staff in District

(1) Professional staff development will be provided in the following areas: Internet Safety in the Classroom, Curriculum Design, Internet Usage for Lesson Planning and Content, Usage of Digital Media and other appropriate technologies that will enhance or secure the learning environment of Coffee County Schools.

(2) Opportunities for faculty and staff to attend technology professional development workshops, conferences or other appropriate venues will be offered.

Our system will provide on-site, ongoing professional development for all faculty and staff, throughout the school year. This will be accomplished by scheduling in-service opportunities and after-school training to promote effective integration of technology in the classroom and library which will lead to student improvement and network security.

Assessment of the effectiveness of professional development will be measured by analyzing student achievement scores, classroom grades, teacher observations, and by sending periodic surveys to faculty and parents. A needs assessment will be conducted to sustain professional development activities that integrate technology effectively for the next school year.

Parental Involvement:

Student learning is maximized through familial or parental involvement in their schooling. However, family members may have very different levels of knowledge about instructional technology, and therefore varying capacity to become involved in a technology integrated learning process. Some parents do not understand the impact technology will have on their child's education as well as their child's post-high school employment prospects. In fact, many parents have a greater fear and misunderstanding of technology than do their daughters and sons. It is imperative to involve family members in the development of a school's technology plan and establish partnerships and include them in discussions and decisions. If parents are not involved, they may well oppose the plan based on fear rather than informed opinion.

The following are strategies that will be used in gaining parental involvement:

- Provide programs and/or speakers who can help parents, grandparents, caregivers, and community stakeholders understand how important it will be in the future for their children to be competent in safe technology use.
- Focus efforts to diminish parents' misconceptions, strengthen their technological awareness, and at the same time allow them to discover the potential of safe technology resources for their own uses.
- E-mail addresses of staff will be made available to parents and internet school sites will encourage communication between parents and teachers as well.
- Parents, grandparents, caregivers, and community stakeholders will be invited to attend the same meetings and training on safe technology usage that are held for the staff. As all participants are empowered with knowledge, they become more committed. As parents, grandparents, caregivers, and community stakeholders become better acquainted with teachers, they become more supportive.

Coffee County School System Student Acceptable Use Policy (AUP)

Acknowledgement /Parent Permission Form

I (student name) _____ have read and agree to comply with the Coffee County School System Acceptable Use Policy. I understand that any violation of this policy may result in disciplinary action and the removal of computer access privilege.

Student School _____

Student Signature _____

Date _____

Parent/Guardian Acknowledgement and Permission

As a parent or legal guardian of the above student, I understand that the Coffee County School Board of Education has implemented technology protection measures to prevent students from accessing inappropriate materials on the Internet, but that such measures may not be one hundred percent effective at all times. I understand that the CCSS AUP restrictions and guidelines are necessary component in protecting my child from exposure to inappropriate materials and from participating in inappropriate activities. I understand that any violation of this policy may result in disciplinary action and the removal of computer access privilege for my child.

Please circle your choice concerning the statement below:

My child can be featured in local broadcast and print media, on the school or school district web site, and in district publications and programs. Only Photo and name will be given. **Yes | No**

Printed Name of Parent/Guardian _____

Signature _____ Date _____

COFFEE COUNTY MIDDLE SCHOOL

Red Raider Pride



RESPONSIBLE RESPECTFUL PREPARED

- The student handbook has been thoroughly read, discussed, and understood by the following:

Student

Date

Parent

Date

- ✓ This page is to be signed by all parties listed and returned to the student's homeroom teacher.

Parents/Guardians:

Please provide CCMS with your email address to improve communication throughout the school year. All school personnel have access to email and their addresses are located on the school's website:

<http://ccms.coffeecountyschools.com>

Primary email: _____

Secondary email: _____

Insert Student Planner Page

44 pages

HALL PASS

NAME _____ GRADE _____ HOMEROOM _____

1 st Quarter				
Date	Time Out	Time In	Destination	Teacher

2 nd Quarter				
Date	Time Out	Time In	Destination	Teacher

Destination Codes: C – Counselor LIB – Library L – Locker N – Nurse O – Office R – Restroom

