

# Student/Parent Handbook

## 2016-17

Crockett County Middle School

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*The mission of Crockett County Middle School is to provide a positive learning environment that prepares all students to be productive citizens in a global society.*

Last Updated: 7/8/2016 12:34:43 PM

# Crockett County Middle School

## STUDENT/PARENT HANDBOOK

### **MISSION STATEMENT**

The mission of Crockett County Middle School is to provide a safe and positive learning environment which prepares students to be responsible, productive citizens in an ever-changing society.

### **INTRODUCTION**

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to your school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and take your place in this complex society. Remember that your success in school will be directly proportional to your efforts.

The administration will refrain from making more rules than absolutely necessary. Students are expected to conduct themselves as ladies and gentlemen, use sound judgment in their actions, and refrain from any disruptive behavior. Students are also expected to be courteous, show respect to all people, respect the authority of the teachers and staff, and follow all rules and regulations set for them by the administration.

Parents are encouraged to read the student handbook. Parents and students will sign a form indicating that they have received a handbook and are responsible for its contents.

## **CROCKETT COUNTY SCHOOLS CODE OF BEHAVIOR AND DISCIPLINE**

At the heart of behavior and discipline are certain virtues found in any highly civilized society. Students are expected to use these virtues to model positive behavior. Every effort shall be made to reward and recognize those students who demonstrate outstanding character by displaying these virtues on a day-to-day basis:

**KINDNESS** - The desire to show genuine sympathy and interest in others' well-being.

**COURTESY** - The ability to display positive behaviors that may be interpreted as being considerate, respectful, generous, polite, and mannerly in school, home, and community.

**HONESTY** - The conviction to say and/or do the morally right thing, regardless of public recognition.

**SELF-DISCIPLINE** - The ability to control one's self for the sake of improvement.

**RESPECT** - The recognition of the basic worth and value of all human beings, which results in an individual relating to others in a manner which reflects dignity and honors humanity.

**COURAGE** - The internal strength to actively support convictions and beliefs.

**PERSEVERANCE** - The ability to pursue worthwhile goals in spite of obstacles and distractions.

**SELF RESPECT** - The ability to use a belief in self-worth, to recognize that choices exist in all situations, and to resist negative peer pressure in making positive choices.

The Crockett County Board of Education has adopted the following code of behavior and discipline in order to ensure that students behave in an appropriate manner and to ensure that all students can learn and teachers can teach in a safe school environment. Teachers, administrators, and other school personnel are authorized to take just and reasonable measures to establish effective school discipline. Enforcement of student behavior shall extend to school buses and all school activities. Each school principal shall be responsible for implementation and administration in his/her school. He/She shall apply the code of behavior and discipline uniformly and fairly to each student without partiality or discrimination.

### **BEHAVIOR & DISCIPLINE**

1. The administration is responsible for establishing and maintaining effective discipline within the school.
2. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom and an environment which is conducive to learning.
3. Pupils shall comply with all school rules and the regulations of the school system. Disciplinary measures may be taken to control the behavior of pupils not meeting the accepted norms of school behavior and to prevent individual pupils from disturbing school activities of others. Failure to comply with such rules and regulations shall result in such discipline as is in compliance with Tennessee Code Annotated.
4. Administrators have the right to expect the cooperation of all teachers, and it is the duty of all teachers to assist in the discipline of the total school.
5. The authority to control pupil conduct shall extend to all activities of the school, including all games and public performances of athletic teams, trips, excursions, band, and other activities and groups.
6. The administrators and teachers have the responsibility to see that students be appropriately dressed and groomed for any school function or activity. This includes all regular school extra-curricular activities. The dress code will apply for all functions and activities unless otherwise notified.
7. Teachers and administrators are authorized to take just and reasonable measures to establish effective school discipline and to develop in pupils' self-discipline and emotionally mature behavior.
8. Discipline should always be considered in terms of helping the student to make better adjustments to living.
9. Students shall comply with the rules and regulations of the school, and they shall submit to such discipline penalties as may be prescribed for inappropriate conduct.
10. Profane and indecent language and the use of alcohol and illegal drugs are prohibited.
11. Students who deliberately deface or damage any school property, including school buses, shall pay for such damages. Parents can be held responsible for up to \$5,000 in damages.
12. Specific discipline policies have been established to prohibit disorderly conduct, as well as the illegal possession, distribution, and sale of tobacco, alcohol, and other drugs by students.

### **ZERO-TOLERANCE BEHAVIORS LEVEL I**

These behaviors result in expulsion for one (1) calendar year not to exceed two (2) semesters with the option to attend the Alternative School. Crockett Academy enrollment is required with time served being determined by the Disciplinary Board and Crockett Academy. Students will not be allowed to participate in school-related functions. Level I behaviors are as follows:

1. Unlawful use, possession of, or being under-the-influence of drugs, alcohol, substances defined as illegal by law-enforcement authorities (such as synthetic drugs), or possession of drug paraphernalia on a school bus, on school property, or, at any school event or activity.
2. Students in possession of dangerous weapons\*\* other than firearms on school buses, on school property, or at any school event or activity.
3. Second offenses of Level I behavior shall be treated as Level II.

Students wishing to re-enter after one year of drug-related expulsion must appeal to the Disciplinary Board and meet the following requirements for probationary admission:

1. Reveal where and from whom he/she obtained the substance.
2. Complete an alcohol and drug rehabilitation program or ten (10) hours of alcohol and drug rehabilitation counseling.
3. Have a clean drug screen at time of re-entry.
4. Provide signed parental permission to screen periodically on request (unannounced). Positive drug screen will be treated as Level I (under the influence) code violation.

## **ZERO-TOLERANCE BEHAVIORS LEVEL II**

In order to assure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behavior will be expelled for a period of one (1) calendar year not to exceed two (2) semesters. Expelled students are removed from school attendance altogether and cannot attend Alternative School.

Level II Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a firearm\*\* on a school bus, on school property, or at any school event or activity.
2. Students who sell, furnish or distribute drugs\*\* on a school bus, on school property, at any school event or activity, or are convicted in a court of law for selling or distributing drugs off campus.
3. Students who commit battery on a teacher or any employee of the school while on the school bus, on school property, or at any school event or activity.
4. Second offense of Level I Zero-tolerance violations.

\*\*Representing a “counterfeit” substance as a drug or unauthorized substance can carry the same penalty as possessing or distributing the actual drug. Representing an object as a weapon, intimating the possession of a weapon, or threatening to use a weapon can carry the same penalty as possession of an actual weapon.

Students who wish to re-enter after one year of a drug-related expulsion must appeal to the Disciplinary Board and meet the following requirements for probationary re-admission:

1. Cooperate fully with the investigation, including revealing the source of the substance.
2. Complete an alcohol and drug rehabilitation program or 10 hours of alcohol and drug rehabilitation counseling.
3. Have a clean drug screen at time of re-entry.
4. Provide signed parental permission to screen periodically on request (unannounced).

Students expelled for drug, weapon, or assault violations are not allowed on school property during the full term of the expulsion, unless assigned to the alternative school, in which case this will be waived during school hours only.

Any student in violation of either a Level I or II Zero-tolerance violation will forfeit any fees paid for rentals, organizational memberships, field trips, tickets, dances, etc.

The director of schools shall have the authority to modify zero-tolerance requirements on a case-by-case basis.

## **OUT-OF-SCHOOL SUSPENSION**

An administrator is authorized to suspend a student from attendance from his/her school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Such suspension shall be for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which the suspension is imposed. A student may be suspended for conduct described below:

1. Willful and persistent violation of the rules of the school
2. Truancy
3. Immoral, disreputable conduct or vulgar or profane language
4. Violence or threatened violence against the person or any personnel attending or assigned to any public school
5. Willful or malicious damage to real or personal property of **CCMS** or the property of any person attending or assigned to **CCMS**
6. Marking, defacing, or destroying school property
7. Assaulting a principal, teacher, or any other school personnel with vulgar, obscene, or threatening language
8. Possession of fireworks or explosives, making bomb threats, or advising others in these or related activities
9. Any other conduct prejudicial to good order or discipline in the school
10. Inciting, advising, or counseling of others to engage in any of the acts **above**

## **ADMINISTRATIVE INTERVENTIONS**

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, the student will receive an administrative intervention (assigned to an isolated classroom, supervised by staff, and required to complete assigned work). Administrative interventions shall be conducted in accordance with the following guidelines:

1. Students will receive interventions only through school administrators.
2. The administration will inform staff members of those students receiving intervention. This will include notifying the student's counselor.
3. The administration will notify the parents in writing that a student has received an administrative intervention, giving the reason for such assignment. A conference may be held prior to the student's re-admittance to regular classes.
4. The principal/assistant principal shall see that each student assigned to intervention will have textbooks and class assignments. If a student does not, the principal/assistant principal shall make the necessary arrangements to have the student get the material.
5. Credit shall be given for all assigned class work completed during the period of the intervention. This material is to be turned in before the student returns to the regular classroom. The student may make up any test or quiz given during this time as soon as possible after returning to class. The classroom teacher is responsible for assigning grades for work completed during the intervention.
6. Other information will be given to the student by the administrative intervention supervisor.

### **Level I Description of Behavior**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school will be considered Level I. This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other student support personnel. Crockett County Middle School has established a discipline policy that is sent home for parents to sign at the beginning of each school year.

#### **Examples of Level I Behavior\*\*\***

1. Violation of classroom rules
2. Classroom disturbance
3. Non-defiant failure to follow instructions
4. Public displays of affection
5. Rudeness or disrespect to students

#### **Teacher Options/Responses:**

1. Verbal Reprimand
2. Special assignments
3. Behavior contracts
4. Counseling
5. Withdrawal of privileges
6. Letter to parent
7. Parent/teacher conference
8. After school detention in the teacher's room or other supervised area with appropriate notification.

### **Level II Description of Behavior**

The severe clause is used when rules are broken in such a manner that the staff considers it extremely disrespectful or dangerous. These will be considered Level II violations. The staff member will immediately refer/report the student to an administrator.

#### **Examples of Level II Behavior - Severe Clause\*\*\***

1. Harassment and or bullying
2. Fighting or threatening violence
3. Rudeness or disrespect to teachers and staff
4. Cheating
5. Inappropriate language, profanity, pornography
6. Defiant failure to follow instructions
7. Skipping class/school
8. Vandalism, stealing, gambling
9. Gang-related activities

**\*\*\*IT SHOULD BE NOTED THAT THE VIOLATIONS LISTED ARE EXAMPLES AND ARE NOT ALL-INCLUSIVE**

The administrator may choose one or more of the following disciplinary procedures:

1. Conference with the student, probation, or special assignments (ALC, etc.)
2. After-School Detention
3. Administrative intervention or other types of isolation
4. Contacting parent
5. Out-of-School Suspension for not more than 10 school days
6. Referral to the CCSS **Disciplinary Hearing Authority**
7. Referral to law enforcement officials.

## **BUS REGULATIONS**

Bus transportation is provided as a privilege to students. Proper behavior is expected on school buses at all times. In order to help ensure the safety of all students, the driver, and the general public, each driver is given the authority to establish reasonable rules for safety and conduct on his/her bus. Drivers are also authorized to deal with minor disciplinary matters on their own, through assigning seats, contacting parents, or other reasonable measures. When it is deemed necessary, the driver may report students to the principal's office for disciplinary action.

**Classification I Violations:** Including but not limited to the following: out of seat, excessive or loud talking, throwing anything on the bus, food, candy, drinks, horseplay, gum, etc.

**Classification II Violations:** Including but not limited to the following: weapons, drugs, assault, fighting, tobacco, harassment, safety violation, profanity, disrespect, disregard of previous bus suspension, and any other behavior that could pose a potential danger. **No Warning—10 days minimum bus suspension even on first referral.**

### **First Office Referral:**

Classification I: Warning and consequence at the discretion of the school administrator to include parent notification.

Classification II: Bus suspension for a minimum of 10 school days.

### **Second Office Referral:**

Classification I: Bus suspension for a minimum of 10 school days.

Classification II: Bus suspension for a minimum of 30 school days.

### **Third Office Referral:**

Classification I: Bus suspension for a minimum of 30 school days.

Classification II: Bus suspension for the remainder of the school year.

**Fourth Office Referral:** Bus suspension for the remainder of the school year.

No student shall have more than four bus referrals during a school year.

Bus suspension is a loss of riding privileges on any Crockett County School bus.

## **ALCOHOL AND DRUG TESTING**

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. The Disciplinary Hearing Authority or school principal is authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated.
2. A search of lockers or vehicles produced evidence of the presence of drugs, drug paraphernalia, and/or alcohol.
3. A search of persons and containers produced evidence of a presence of drugs, drug paraphernalia, and/or alcohol.
4. Through observation or other reasonable information reported by a teacher, staff member, or other reliable source that a student is using drugs and/or alcohol on school property and/or the use of the substance is adversely affecting the student's performance or behavior at school.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness (trained supervisor) to the proceeding to assist;
3. Inform the student of the nature of the information available to him/her which is the basis for the determination that a test is necessary (Informer's name will not be revealed);
4. Inform the student of the procedures which shall be followed in administering the test;
5. Give the student the opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the **Disciplinary Hearing Authority**. The Board will consider the refusal the same as a positive test result;
6. Notify the parent or guardian of the student of the impending test.

The trained supervisor shall take the student to a designated place and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the student and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student. A portion of each specimen will be labeled and retained.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the results. In addition, they shall receive referral information which shall include in-patient and community-based drug and alcohol treatment programs.

In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the Disciplinary Hearing Authority for further action.

The Disciplinary Hearing Authority will consider positive test results as a violation of the Board's Zero-Tolerance Policy Level I (unlawful use, in possession of or being under the influence of alcohol or drugs on school property). See the section under Discipline (Zero-Tolerance Violations) for more information about consequences and requirements.

## **ACTIVITIES**

Crockett County Middle School extracurricular activities include boys' football, girls' softball, girls' volleyball, girls' cheerleading, basketball, soccer, tennis, cross country and band. Many other special activities are a part of the school's program. Each student is encouraged to be involved in extracurricular activities.

## **AFTER-SCHOOL DETENTION AND SATURDAY SCHOOL**

Students may be assigned to sessions of After-School Detention or Saturday School for three reasons: academic deficiencies (tutoring), attendance problems, or disciplinary actions. After-School Detention meets as needed on Monday, Tuesdays and Thursdays (with the exception of holidays) throughout the school year from 3-4:00 p.m. Parents must provide transportation and have the student picked up by 4:30. After-School Detention sessions are academic in nature. Saturday School does not meet every Saturday, but students are notified in advance when these sessions will be held and what the times of the sessions will be. All sessions are supervised by a member of the Crockett County Middle School staff. Parents will receive notice (either by phone, mail, e-mail or take-home letter) if a student is assigned to one of these sessions and will be given a reasonable amount of time to make the necessary arrangements and fulfill these obligations. Saturday School may have a community service component.

## **ANNOUNCEMENTS**

Daily bulletins will be provided by the school office. Announcements should be turned in to the office for administrative approval prior to being distributed. The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

## **ASSIGNED AREAS & HALL PASSES**

Students will not be excused from their assigned area to help other teachers, to leave campus, to practice sports, etc. A student must have a pass (issued by the teacher) when out of an assigned area. It is the responsibility of the student to secure and keep a proper pass.

## **ATTENDANCE**

The Crockett County Board of Education deems good attendance a vital part of successful progress toward a student's education. The interaction between teacher and student and among students cannot be duplicated by outside-of-class assignments. Therefore, absences from each class period must be for significant and verifiable reasons. Homes will be called via an automated messaging system when students are absent. A student with a chronic illness or condition must provide district-approved documentation (updated yearly) for attendance purposes.

When students are absent from school, tardy to school, or check out of school, they must obtain an admit slip immediately upon return. When students miss more than 50% of a class period, they are to be marked absent for that period.

**Excused absences are as follows:**

1. Personal illness of the student, verified by a doctor-signed, district-approved medical excuse. (Maximum 15 Days per school year.)
2. Personal illness of the student verified by a signed parent note stating the nature of the illness. (Maximum 5 Days per school year, **must be turned in within 3 days of the student's return to school or the absence will be unexcused**)
3. Failure of a bus to run
4. Required court appearance (Must provide court excuse document)
5. Bereavement/Funeral (The School Administrator shall have discretion to determine if the absence was appropriate)
6. Special circumstances which, in the School Administrator's judgment, are out of the student's control
7. Recognized religious holidays
8. School-Initiated request for a parent to pick up the student due to illness, weather, or other instance deemed excused by the School Administrator. (Only the day of the event shall be excused)
9. Illness of a family member (The School Administrator shall have discretion to determine if the absence was appropriate.)

**All other absences will be coded unexcused and the following will apply:**

1. On the 3<sup>rd</sup> unexcused absence, the parent will be notified by mail.
2. On the 5<sup>th</sup> unexcused absence (total for the year), the student and parents will appear before the Truancy Board. The students will be assigned a minimum of 5 days in Crockett Academy.
3. On the 7<sup>th</sup> unexcused absence, the student will be reported to the Attendance Officer and/or the Juvenile Court for truancy. If the student is 18 years old or older, he/she will be referred back to the Truancy Board instead of Juvenile Court.
4. On the 10<sup>th</sup> consecutive absence, the student will be dropped from the roll and his/her name will be submitted to the Attendance Officer.
5. In circumstances where it is deemed appropriate by the principal or attendance officer, parents or guardians having control of a child may be reported to General Sessions Court and charged with Educational Neglect.
6. 3 unexcused late entries or unexcused early check-outs shall result in the equivalent of 1 unexcused absence for truancy purposes. The School Administrator will review the sign in/sign out logs to determine if the late entry or early dismissal is considered excused/unexcused.

A student must report to the office to receive an admit slip the first day he or she returns to school from any absence or tardy. Even if the student only checked out for a portion of the day, an admit slip is still required before being allowed to return to classes.

Attendance deficiencies may not be cleared except as follows:

1. Sessions of Monday, Tuesday, Thursday or Saturday School.
2. The student or his/her parents may request, in writing, a hearing by the principal or the Attendance Board to consider any exceptional circumstances.
3. A hearing will not be granted for any student who fails to satisfactorily make-up all missed assignments as per the Student Handbook.

The Attendance Board will consist of staff members selected by the principal and may choose any of the following procedures:

1. Deny the request
2. Change an unexcused absence to excused (note Board Policy)
3. Assign student to after-school detention (3:00 - 4:00)
4. Assign the student to Saturday School
5. Waive Monday, Tuesday, Thursday & Saturday School requirements if exceptional circumstances exist.

### **Tardy to School**

Valid reasons for tardiness include illness, injury, accident, transportation problems, and other unforeseen emergencies. Oversleeping is NOT a valid reason. Every student who is not in his/her first period class by 7:40 A.M. is considered tardy to school. Tardies to school will be excused only when the following procedures are followed by parents and students:

1. Parents phone or email the office before 7:40 A.M. stating their child will be tardy, the valid reason for the tardy, and the expected time of arrival.
2. Upon arrival at school, the student reports to the tardy desk to sign in before reporting to class.

Unavoidable car trouble or other emergencies that make a phone call impossible should be verified in a written note and will be handled on an individual basis. Unless there is reasonable doubt as to the authenticity of the phone call or note, the valid reason given by the parent will be accepted as an excused tardy. In cases of reasonable doubt, the office staff will phone the parents. The administration reserves the right to question all excuses. Only a limited number of these excuses will be granted. Excessive tardies to school will result in an appearance before the Middle School Attendance Board.

### **Tardy to Class**

All teachers will keep accurate records of tardiness for the students in their classes and report those who are tardy without a valid reason. A student who misses less than ½ the class period will be considered tardy. Missing more than ½ of the class period will result in an absence being recorded.

Students who arrive late to school must come by the office and sign in. Those who arrive to first period after 7:40 will have an admit slip printed by the office if they checked in "tardy to school." Without that printed slip, the teacher will record the tardy as an unexcused "tardy to class" and initiate the appropriate disciplinary response. After first period, each teacher has the authority to determine whether a student has a valid reason for being tardy to class. Valid reasons might include being detained by a staff member, helping with lunch cleanup, or a "real" restroom emergency.

### **AUTOMOBILES**

Middle School students are not allowed to drive to school or to drive on school grounds during normal school hours for any reason.

### **BULLYING**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs 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, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. An act of harassment, bullying or intimidation occurs if the act 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. These acts may also take place through electronic means.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will itself be considered harassment and will be treated as such.

### **BUS CONDUCT** (See Behavior Code above)

## CALENDAR

The official calendar for all school events is in the office of the principal. Before any event is scheduled, it must be called to the principal's attention, who will place it on the calendar. It is the responsibility of the sponsor to notify the principal of proposed events.

## CHECKS

The school can accept checks for payment of goods and services such as lunches, workbooks, etc.; however, the check must be for the exact amount of the purchase.

## CLOSING OF SCHOOL

Parents will be notified through the automated call system when school will be closed. It is critical that parents keep the school informed with the correct phone number to reach for these emergency announcements. In addition to the automated call system, radio stations WCTA - WIRJ - FM92 & FM104 and TV channels 3, 5, and 7 will broadcast all school closing announcements due to inclement weather or other emergencies. The school will attempt to notify these stations no later than 6:30 a.m. when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made via radio and/or the automated call system.

## DRESS CODE

A safe and disciplined learning environment is a basic requirement of a good school. Standards of student dress and grooming are essential elements in maintaining an appropriate educational setting. Extremes in apparel and appearance which are a disturbing influence, a distraction to the learning process, or hazardous to health and safety of students or staff are considered inappropriate.

The following attire is **APPROVED**:

1. Shirts or tops properly fitted, must have collars and may be either long or short sleeve. An appropriate number of buttons must be buttoned to ensure proper coverage. Boys' shirts must be tucked into pants. Girls' shirts which are designed to be worn outside may be so worn provided back and midriff are covered at all times. A small logo or emblem is permitted; Tee-shirts and turtlenecks may be worn only as undergarments.
2. Slacks, jeans, skirts and shorts must be knee length or longer with straight or flared (boot cut) legs and designed to be worn at the waist. Pants must fit at the waist, **not be oversized or undersized** or give the appearance of sagging. Yoga pants and other tight-fitting pants are NOT to be worn to school.
3. Dresses must be knee length or longer and have appropriate necklines and sleeves. Slits in the hem must be modest.
4. All clothing listed in #1-3 should not be torn, ragged, ripped, frayed, excessively soiled, have holes or the appearance of holes.
5. Shoes must be laced, tied, strapped, hooked, or fastened appropriately as designed.
6. Jackets may have a hood attached as long as it is not worn over the head. **Hand-pockets across the front of sweatshirts or hoodies are NOT authorized and clothing containing them may not be worn.**
7. All clothing (shirts, pants, jackets, coats, etc.) must be sized appropriately for the student. Oversized or undersized clothing is not permitted.
8. Cavalier and other Crockett County school organization t-shirts may be worn on the last school day of each week.
9. Body piercing/jewelry accessories may be worn only in the ear.
10. Tattoos must be covered at all times.
11. Only traditional haircuts, hair styles, and natural hair colors may be worn. Hair styles that distract from the educational process will be addressed on an individual basis.

The administration may determine other apparel to be **UNACCEPTABLE** in view of dress code intent and community standards.

## CONSEQUENCES OF DRESS CODE VIOLATIONS

### First Violation:

1. The student must immediately become compliant or be assigned to in-school suspension until becoming compliant.
2. Parent/guardian will receive a 'Notice of Non-compliance'. This requires the parent to call the school office to discuss dress code guidelines.

### Second Violation:

1. The student must immediately become compliant or be assigned to in-school suspension until becoming compliant.
2. Parent/guardian will be notified and must contact the school to address the issue with a school administrator either by phone or in person.

**Third Violation:**

1. The student must immediately become compliant or be assigned to in-school suspension until becoming compliant.
2. The student will be assigned two days of after-school detention.
3. Parent/guardian must come to school and meet with the principal or assistant-principal.

**Fourth Violation:**

1. The student must immediately become compliant or be assigned to in-school suspension.
2. The student will be assigned to In-School Suspension with Alternative Learning Center rules for four days.
3. Parent/guardian must come to school and meet with the principal before the student is released into the regular school setting.

**Fifth and Subsequent Violations:**

1. The student and parent/guardian must appear before the CCMS or CCSS Disciplinary Hearing Authority.
2. The student will receive an out-of-school suspension pending this hearing.

**EMERGENCY DRILLS**

Teachers will inform students concerning conduct, behavior, and procedures for fire, tornado, and other types of drills. A log will be kept recording specific information about any type of emergency drill.

**ENROLLMENT OR WITHDRAWAL FROM SCHOOL**

When new students enroll in Crockett County Middle School they:

1. Must show proof of residency in Crockett County
2. Must be accompanied by a parent or legal guardian.
3. Must be able to verify attendance and proper withdrawal and grades from the previous school.
4. Must provide an immunization record and birth certificate.
5. Must provide a copy of Social Security Card, a photo ID of parent or legal guardian, and custody papers if legal custody is not to both birth parents.

When students withdraw from Crockett County Middle School they:

1. Must be accompanied by a parent or legal guardian.
2. Must obtain and complete a withdrawal form from the guidance office.
3. Must pay all fees and return all CCMS books and materials.
4. Must provide the name of the new school.

**FAN BEHAVIOR**

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to set an example for all around them by being enthusiastic and positive.

**FEES**

Some courses in the curriculum require materials that the student will consume and must be replaced yearly. These consumable materials may be covered by a fee. These fees will be minimal and based on the actual need.

**FOOD, CANDY, AND DRINK DURING CLASS PERIODS**

Food, candy, and drink (including breakfast foods) are not to be brought to school by students for consumption during class periods (including breakfast) except for special projects that have been scheduled by the instructor and approved by the Principal's office.

**FOOD SERVICE INFORMATION**

Crockett County Food Service provides an excellent breakfast and lunch daily.

**BREAKFAST**

CCMS serves a universal breakfast which is free to all CCMS students.

**LUNCH**

Reduced Lunch	\$ .40
Student Lunch	\$2.75
Teacher Lunch	\$3.25
Visitor Lunch	\$3.50

\*Prices are subject to change after this handbook is printed.

Free and reduced lunch applications are available in the CCMS office.

## **FUND-RAISING**

All fund-raising activities must comply with the policies of the Board of Education. All fund-raising activities involving the middle school name, personnel, students, or facilities must be scheduled through the principal's office. Candy sales during the school day are prohibited.

## **GANG-RELATED ACTIVITIES**

Until a specific policy is developed by the School Board, Crockett County Middle School will document any gang-related activity on the student's discipline record and contact the parent or legal guardian of any student participating in any of the following activities: drawing gang symbols/graffiti, wearing gang attire or accessories, displaying gang signs, inciting students to fight, recruiting others into a gang, and destruction of school property. Any other type of gang-related activity will also be documented, and other disciplinary measures may be taken.

## **GRADING SYSTEM**

The grading system is as follows:

93 – 100 A	Superior
85 – 92 B	Above average
75 – 84 C	Average
70 – 74 D	Below average
0 – 69 F	Unsatisfactory
I	Incomplete

The grading system will be based on four (4) nine-week terms. Student progress will be reported at the mid-point of each of these grading periods. Numerical grades will be used for reporting student progress. Nine-week tests will be given in all subject areas at the end of each grading period. In-class work will make up the remainder of the semester grade as determined by the teacher.

Principal's Honor Roll	93 or above in all classes (All A's)
Cavalier Honor Roll	85 and above in all classes (All A's and B's)

## **GUIDANCE**

The school counselor will be available to assist students, parents, administration, faculty, and the community during the year. Areas of involvement will include orientation, scheduling, testing, individual and group counseling, career and vocational education, personal social growth and development.

Appointments are based on student requests and/or administrator, teacher, and parent referrals. It is understood that the occurrence of visits and the information shared is confidential unless that confidentiality is waived by the student or if withholding information could cause harm to the student or to others.

## **HARASSMENT/DISCRIMINATION**

Crockett County Board of Education policy prohibits harassment (sexual, racial, ethnic, or religious) from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening by publicizing this in books and conversation.

## **INSURANCE**

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises. However, the Board of Education will provide supplemental school day accident insurance for all students. Insurance will be provided for athletes through the same policy. It is the responsibility of the parent/guardian to make sure an insurance claim has been properly filed within 90 calendar days of the date of accident.

## **LEAVING OR CHECKING OUT**

A student must report to the school office to receive permission to leave school during the school day regardless of the reason. Parents and teachers cannot give permission. Permission may be granted only by the administration. When the student returns to school the same day, he/she must check back in. Students and their parents are urged to arrange dental and physician visits outside of school hours for non-acute conditions.

## **LOCKERS**

Lockers are assigned to each student and are designed to store books, folders, and other school supplies. Students may purchase a school lock for \$5.00. Assigned lockers should not be changed, shared, or equipped with a lock (other than the one issued by the school) without contacting the school administration.

## LUNCHROOM REGULATIONS

1. Conduct during lunch should be of such a nature that a pleasant atmosphere is maintained.
2. Breaking the lunch line or saving places in line is unfair to the other students and is not allowed. Students are not permitted to save seats at the lunch table.
3. Excessive noises in the lunchroom create an uncomfortable atmosphere and will not be tolerated.
4. Students are not allowed to leave campus for lunch. All students are expected to eat lunch on campus, and lunches will be purchased from the cafeteria, brought from home or brought by a parent who is eating with them in the cafeteria. **Lunches may not be purchased from outside vendors and delivered to school.**
5. The lunch period will last 20 minutes.
6. No food, drinks, paper cups or other dishes should be taken from the lunchroom.

## MEDICATION

Administering any medicine to students is not a recommended procedure for schools, but at times it is inevitable. Any medicine that needs to be administered at school should be done as follows:

1. A written order from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken must be on file in the middle school office.
2. Written permission from the parent or guardian of the student requesting that the school district comply with the physician's order must be on file in the middle school office.
3. Any medication must be brought to and from school by a responsible adult in a container appropriately labeled by the pharmacy or physician to be given to the person in charge of administering the medication. Under no circumstances should medication be brought to or from school on a school bus or by any minor. Students should never be in possession of any type of medication while on school grounds, a school bus, or at any school function.

## MEETINGS AND PRACTICE SESSIONS

The school will make every effort not to schedule class meetings, extracurricular activities, practice sessions, etc. on Sundays or on Wednesday evenings during the customary time for church services. The school staff will make every reasonable effort to effectively communicate schedules for all activities to those involved. Team schedules are posted and can be checked on the CCMS web-site, <http://crockettcountymiddle.tn.ccm.schoolinsites.com/>.

## PERSONAL ELECTRONIC DEVICES (P.E.D.) (Cell Phones and Other Electronic Devices)

The term Personal Electronic Device or P.E.D. is defined as a cell phone, smart phone, iPod, e-reader, laptop, iPad, video camera or any other electronic device not used for medical reasons.

1. Students are not permitted to use or have cell phones or other Personal Electronic Devices in sight from the time they arrive on campus until the end of the school day.
2. These devices must be turned OFF. Any noises which alert school authorities to the presence of the device will result in it being confiscated according to the provisions of this section.
3. Students are allowed to use their cell phone or other P.E.D. for reasonable communication purposes outside of the building after school dismisses unless otherwise designated at specific school functions.
4. The taking of photos or the recording of videos on school buses, in classrooms or hallways, or in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in a sexual harassment violation.
5. Recording altercations on school grounds or at school events is prohibited. In such cases, the recording device may be confiscated as evidence and the student may lose the privilege of bringing a P.E.D. to school.
6. Does not apply to Middle School.
7. Does not apply to Middle School.
8. It is a violation of school policy to use any device or proxy to circumvent the filtered internet access provided by the school district. Therefore, the use of MiFi devices or "Personal Hot Spot" features are strictly prohibited.
9. The Crockett County Board of Education, its schools, or its employees assume no responsibility or liability for the loss or damage to any student's personal electronic device(s), or for the unauthorized use of a student's personal electronic device(s). Crockett County Middle School is not responsible for lost, misplaced, stolen, etc., electronic devices, and such incidents will not be investigated.
10. Parents are encouraged to discuss the proper use of Social Media with their students. "Sexting" will be investigated and prosecuted by the appropriate authorities (sheriff, police department, etc.) Students must report to an adult any inappropriate messages they receive as quickly as possible in order to protect themselves from prosecution. The school will investigate any issues involving social media that either occur at school or cause a disruption to the school environment.
11. **During emergency type events (storms, early and unexpected dismissal, etc.), administrators may notify students that it is okay to turn on their phones and call parents.**

### **Violations/consequences**

1. Violations of the above policy will result in the student's P.E.D being confiscated for five school days.
2. An administrator will be contacted if the student refuses to give up the device for a violation or if a student turns in a "dummy" device. The student's insubordination will result in a level 2 offense.
3. The first time a student's P.E.D. is confiscated, a parent or guardian may come to the office and retrieve it without penalty.
4. On subsequent offences, students may choose to have their P.E.D. returned before the end of the five days by paying a twenty dollar (cash only) fine at the end of the school day in the main office.
5. Multiple offences may result in additional consequences (such as a 10-day hold with no fine option) at the discretion of the school administration.

### **PERSONNEL QUALIFICATIONS**

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Contact the school principal regarding this information.

### **POLICE QUESTIONING/APPREHENSION**

School authorities are frequently asked to assist officers of Law Enforcement agencies, Social Services, Child Protection Service Agencies, and others in the pursuit of alleged crimes, child abuse cases, child welfare cases, and other investigative procedures that may involve children in school. The school will make reasonable efforts to comply with such requests made by the proper authorities.

### **POSTERS, PLACARDS and NOTICES**

No posters, placards, or notices are to be posted anywhere in the building without administrative approval.

### **PROGRESS REPORTS/PARENT TEACHER CONFERENCES**

Progress reports for all classes for all students will be given out mid-way of each nine weeks. This report will include student performance information as well as an academic average. Dates of parent/teacher conferences will be listed on the school master calendar and will be included on progress reports or report cards. Parents are encouraged to request parent teacher conferences at any time they feel it would be beneficial to meet with their child's teacher(s). Parents are also encouraged to attend parent/teacher conferences when teachers request a meeting to discuss the student's progress.

### **PUBLICITY**

Crockett County Middle School seeks opportunities to publicize the success of our students. Parent signature of the form acknowledging receipt of this handbook will provide CCMS with permission for a student's picture and name to be published in local newspapers and publications. Parents who do not wish to grant this permission must notify the principal in writing of that request. CCMS will make every reasonable effort to honor that written request.

### **REPORT CARDS**

Report cards are handed out at the end of each nine-week grading period. The Crockett County Board of Education has requested that these report cards be signed by a parent/guardian and returned to the school. Dates that report cards go out are listed on the school's master calendar and are usually announced in the local newspaper. Parents should make every effort to be aware of these dates, and if a report card is not brought home to the parent in a timely manner, the parent is encouraged to contact the school. Parents should sign and return report cards to the school in a timely manner.

### **SCHEDULING EVENTS**

In order to avoid conflicts in scheduled events and activities and to ensure that all legal requirements are met, all functions should be coordinated through the principal's office, including fund-raisers.

### **SCHOOL IMPROVEMENT INITIATIVES**

Crockett County Middle School has joined with members of the community to develop goals and objectives for school improvement. The school will work with the Advisory Committee and others to continue to accomplish and refine the goals and objectives defined in these initiatives to maintain and achieve on-going improvement. A copy of the school's current School Improvement Plan may be obtained from the school administration.

### **SEARCHES**

The administration reserves the right to search lockers, automobiles, and/or personal property on school premises, school buses, or during any school function.

## STUDENT RECORDS AND ANNUAL NOTIFICATION OF RIGHTS

Within the first three weeks of the school year, the school system will notify the parent(s) of students and eligible students\* of each student's privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. This notice will be provide in the student/parent handbook and will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's educational records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to records, except when prior written consent is given, or under circumstances provided by law or regulations, or where the school system has designated certain information as "directory information" (see below). Parent(s) of students or eligible students may advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

### Directory Information

The *Family Educational Rights and Privacy Act (FERPA)* is a federal law which requires that Crockett County Schools, with certain exceptions, obtain written consent from parent(s) or eligible students prior to the disclosure of personally identifiable information from a student's educational records. However, Crockett County Schools may disclose appropriately designated directory information without written consent, unless parents have advised the district to the contrary, in accordance with district procedures. The primary purpose of directory information is to allow Crockett County Schools to include this type of information from a student's education records in certain school publications. Examples include but are not limited to:

A playbill, showing a student's role in a drama production;

The annual yearbook;

Honor roll or other such recognition lists;

Graduation programs; and

Sports or activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If parents do not want Crockett County Schools to disclose directory information from their child's educational records without their prior written consent, they must notify the district in writing each school year by August 15<sup>th</sup>. Crockett County Schools has designated the following information as directory information:

Student's name	Grade level	Telephone listing
Address	Photograph	Date and place of birth
Electronic mail address	Dates of attendance	Degrees, honors, and awards earned
Weight and height of members of athletic teams		Major Field of study
Participation in officially recognized activities and sports		
Most recent educational agency or institution attended		

**\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.**

## STUDENT GRIEVANCE PROCEDURE

The School Board has established the following procedure for handling personnel complaints and grievances. The student experiencing the problem is encouraged to discuss the issue in a personal conference with the school principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the student may confer with the next level of supervision or directly with the superintendent. Each person in the chain of command should make an effort to resolve the problem. An appeal may be made to the Board of Education for a final disposition. The Board of Education will hear only complaints which have been carried through the proper procedure from the point of origin.

## **SCHOOL TELEPHONES**

Students may not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the event of an emergency. Normally, phone calls for students will be handled between classes, during lunch time, or after school.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. The student is responsible for all lost and damaged books. The cost will be determined by the book's replacement price and the condition of the book when issued. Student records may be withheld until such matters are cleared up. By signing the form that accompanies the student handbook, parents are accepting responsibility for the cost of any lost or damaged textbooks.

## **TOBACCO-FREE CAMPUS**

Crockett County Schools will provide a tobacco-free campus by requesting (in addition to its no tobacco policy for students) that staff and visitors refrain from using tobacco of any kind on school grounds. Smoking is prohibited on any school property including restrooms and bleachers at sporting events. Students in violation of this policy will be referred to juvenile authorities. For purposes of enforcement, e-cigarettes and similar devices will be considered the same as tobacco.

### **The Drug Free Act. . What does the law say?**

If the court finds that a minor possessed, used, sold, or consumed alcoholic beverages, including beer and wine coolers, or illegal drugs, the punishment in the State of Tennessee now includes:

1. Suspension of current and/or future driving privileges
  - a. First Offense: Loss of driver's license for a minimum of one year or until 17th birthday, whichever is longer?
  - b. Second Offense: Loss of driver's license for a minimum of two years or until 18th birthday, whichever is longer.
2. Additional Requirements:
  - a. Must retake driver's license exam.
  - b. Must pay additional driver's license fees.
  - c. Must attend driver safety course or youth alcohol safety education course.
3. Role of Parent
  - a. Parents must accompany the child to the initial trial.
  - b. Parents must report on the child on a scheduled basis to insure compliance with restrictions.

## **UNSAFE SCHOOL CHOICE POLICY**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses, as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade appropriate school within the district. A copy of this policy is located in the school office.

## **VISITORS**

Individuals visiting Crockett County Middle School are required to report to the main office. If they have business in any other part of the building, they will be issued a visitor's pass. Students who are formally out of school for a day are considered visitors. Students may not bring visitors to school to spend the day.

## **WITHDRAWAL FROM SCHOOL**

The parents or guardians of any student withdrawing from school for any reason should come to the guidance office and obtain a "withdrawal or transfer" form. The student may complete this form by turning in all books and clearing all fees and fines.

**TITLE VI/IX PROVISIONS/NOTICE OF NONDISCRIMINATION**

The Crockett County School System affirms that it will comply with Title VI and Title IX of the Civil Rights Act of 1964. Title VI states:

No person in the United States shall, on the basis of race, color, sex, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to:

**Alison Smith-Director of Special Projects**

102 Cavalier Dr.  
Alamo, TN 38001  
Telephone: (731) 696-2604  
and/or

**Katie Thompson-Special Education**

102 Cavalier Drive  
Alamo, TN 38001  
Telephone: (731) 696-2604  
and/or

**The Office of Civil Rights**

U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, GA 30301-2048

## **STUDENT ACCEPTABLE USE PROCEDURE**

### **District-Provided Access to Electronic Information, Services, Equipment and Networks**

#### **I. Use of District-provided Internet Access**

Electronic resources are available to students in Crockett County Schools in support of the mission and goals of the District. Students utilizing district provided electronic resources must receive permission from, and be supervised by, Crockett County Schools' staff. Students are responsible for appropriate behavior on-line just as they are in a classroom or other area of the school. Access is a privilege, not a right.

All students shall participate in an Internet safety instruction program which shall be integrated into the district's instructional program in grades K-12

#### **II. Electronic Media Storage**

Electronic media storage will be treated like a school locker and is subject to inspection by school officials. Network administrators, school site administrators, and teachers may review files and communications under the same standards set for inspection of school lockers in order to maintain electronic media integrity and ensure that students are using the system responsibly. Files stored on district servers are not private nor will they be maintained indefinitely.

#### **III. Personal Devices**

While personal computers, electronic devices, and digital storage media can be beneficial to the educational process, such items have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may NOT use personal computers and/or other personal electronic devices on school property. The use of digital storage media (ie. Diskettes, Jump/Thumb Drives, External Hard Drives, Memory Cards, etc.) at school must be related to instruction or sanctioned school activities. If brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

#### **IV. Electronic Mail**

Student email accounts may be issued by the District. Students may not use email accounts other than District issued accounts while at school. Students will be required to receive training on the appropriate use of this email account. Inappropriate language, harassment, or any illegal activity in the use of this account may result in the loss of system privileges and/or other disciplinary measures. By using the school provided email account, the student agrees to the following:

1. All email sent using an account provided by the District must be school related and must abide by all guidelines outlined here. The Student will immediately report any threatening, obscene, or harassing email to school staff and will not show the information to another student. The Student will not share email passwords with others and is responsible for all email sent through the school provided account.
2. Sending any type of email that includes material in violation of any law or CCS policy is prohibited. This includes, but is not limited to, copyrighted, threatening, pornographic, or obscene material.
3. All email sent through this account can be monitored for content violating the terms of this agreement.

#### **V. Web Publishing**

Crockett County Schools' web site has been established as a dynamic forum to educate and inform the public. It serves as a communication vehicle to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District.

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture of that student on any Crockett County Schools' web site. Likewise, personal information about students will not be published.
2. Student work may be published on a Crockett County Schools' web site without express written consent of the parent or guardian under the following guidelines:
  - i. Grades PK-12 - Authors of electronically published work may be identified only by first name.
  - ii. All student work published must pertain to a class project, course, or other school-related activity.
3. Web page documentation may not include any information that indicates the physical location of a student at a given time.
4. Filenames for web pages and images should be checked to ensure that students' names do not appear in the name. (e.g., johndoe.gif)
5. Personal web pages for students are not permitted as part of Crockett County Schools' web sites. Links to personal student web pages from Crockett County Schools' web sites are likewise not permitted.

## **VI. Family Responsibility**

Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication. The Board believes that the benefits to students from such access exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, Crockett County Schools supports and respects each family's right to decide whether or not to approve independent access and communication.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, movies, and other possibly offensive media. Schools will use existing avenues of communication to raise awareness and inform parents about Internet safety.

## **VII. Prohibited Uses of District-Provided Access to Electronic Resources**

The district shall take measures designed to protect students from child pornography and obscenity as well as other materials that are harmful to minors in accordance with 47USC§ and the Children's Internet Protection Act (CIPA).

The following uses of district-provided access to Electronic Resources are not permitted:

1. Using the CCS Network for, or in support of, any illegal purposes;
2. Using the CCS Network for non-instructional purposes;
3. Using the CCS Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material;
4. Using the CCS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or "stalk" another individual;
5. Knowingly spreading "malware" or malicious software;
6. Sharing any personal login information with anyone except CCS staff members or using another student's login information;
7. Revealing personal information such as complete name, address, telephone number, identifiable photos without permission from the teacher and parent or guardian;
8. Using email accounts other those provided by the District on the CCS network;
9. Using District provided email for communications that are not directly related to instruction or sanctioned school activities;
10. Using personal computers, cell phones, PDA's or other personal wireless devices to access the CCS network infrastructure without the permission of a Technology Department staff member;
11. Attempting to gain unauthorized access to sensitive or private data;
12. Attempting to subvert network security, impair the functionality of the network or to bypass restrictions set by network administrators, including the creation and use of proxy servers;
13. Intentionally monopolizing CCS electronic resources by such things as downloading unauthorized files, creating peer-to-peer networks, and participating in multi-user games;
14. Connecting a CCS computer to any other service provider while also connecting to the CCS network via Ethernet or a wireless access point; and
15. Using electronic resources for any purpose inconsistent with the system's discipline policies or code of conduct.

## **V. Sanctions**

Violations may result in loss of access.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

## **Crockett County Education Technology Consortium Internet Use Agreement**

Student Section:

I have read the CCETC Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access privileges can be terminated and I may face other disciplinary measures.

Parent or Guardian Section:

As the parent or legal guardian of this student, I have read the CCETC Internet Use Agreement and grant permission for my child to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

**\*\*By signing the form indicating that you have received a copy of the student handbook and will be responsible for its policies, you are also agreeing to the above stipulated terms.**

# Crockett County School System Family and Community Involvement Plan

## **Introduction**

The Crockett County School System's Family and Community Involvement Plan is based on a framework through which families, educators and communities work together to improve teaching and learning. The parent involvement provisions in Title One, Part A, relative to the Crockett County School System consolidated applications reflect shared accountability between schools and families. Our parental involvement plan involves flexibility, addresses local needs, and builds parent's capacity to improve their own children's academic achievements. The district employs personnel and allocates resources to implement and support the family and community involvement plan in accordance with the Elementary and Secondary Education Act (ESEA).

Parents are offered insight into their children's education, the professional qualities of teachers, and the quality of the school they attend. Findings show when parents are involved in education, children do better in school and improve. Our school system encourages the meaningful involvement from families and community stakeholders in the development of Crockett County School System's Family and Community Involvement policy and Plan.

## **Purpose**

The participation of parents (individually or by group) in a regular, two way and meaningful communication involves a focus on student academic learning and other school activities. Barriers of factors, which might inhibit meaningful interaction of family stakeholders, are identified and efforts are made to minimize the effect of these area. As an example, efforts are made to involve parents in the education of their children by utilizing a written language the parent can understand and notification of activities through the use of email and school messenger notification.

## **General Information**

### **Goal 1: Improve the quality of family interaction.**

To ensure parents are involved in each school, we invite all parents to parent orientation, which is an open meeting that is conducted at the beginning of school at a convenient time. The purpose of the meeting is to inform them of all school programs available at the school and the right of the parent to be involved. Each school involves parents in an ongoing and timely way to plan, review, and improve programs as related to the Crockett County Schools' Family and Community Involvement policy and plan. Regular meetings with flexible scheduling are held throughout the year, such as parent teacher conferences, after school programs, and parent involvement nights. Our Family Involvement Coordinator assists in the coordination of family and community Involvement by serving in a lead and/ or support role for families, schools, and community resources, we provide the Family Resource Center with materials as support role for parenting classes that focus on improving parenting skills. The importance of communication between school and home on an ongoing basis whether in conferences, reports to parents or through other mechanisms is emphasized as part of family and community involvement. As a part of our emphasis on the importance of communication, our school system provides parents with timely information about programs including a description and explanation of the curriculum, access to all learning materials relative to their child's education, their children's official records, the form of academic assessment used to measure student progress, and the proficiencies students are expected to meet. Reasonable access to staff and opportunities to volunteer and participate in student activities are means through which communication is facilitated. Whenever practicable to ensure the fullest possible parental participation, interpreters and/or written translation of printed information in a language or uniform format they understand are provided to parents with Limited English Proficiency, parents with disabilities and parents of migratory children. A full time translator is available five days a week and other times for events when needed. Each teacher's email address is on the school web-site which enables a very easy and accessible means of communication.

### **Goal 2: Increase family and community understanding of the school setting as it relates to student achievement.**

The school jointly develops with parents a school-parent compact that outlines how parents, school staff, and students share responsibility for improving student's academic achievement. This is accomplished in part by addressing homework, discipline, and attendance as factors that affect the level of student achievement. This compact describes the school's responsibilities to provide high – quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the states Academic Achievement Standards. This Compact addresses the ways in which each parent and child will be responsible for supporting learning.

### **Goal 3: Develop a monitoring and evaluative structure that ensures effective implementation of family and community involvement.**

The school district shall appoint a Family and Community Advisory (FCA) Council that will annually assess through consultation with parents, parent advisory committees, schools, and through appropriate quantitative or qualitative assessments such as Family and Community Engagement Program. Survey data and student achievement data are reviewed in both aggregate and disaggregate formats. The FCA council will determine what action needs to be taken, if any, to increase parental and community participation. We continue to be in process of monitoring and adjusting effective Family and Community involvement activities to not only meet, but attempt to exceed local, state and federal standards.

### **Goal 4: Build capacity for family and community involvement through training of school personnel, parents and community.**

Our system and our system's governing body ensure the allocation of personnel, programs, and fiscal resources to support family and community involvement in our schools, in our district, and within our community. Through Family Friendly School training, focus is placed on training all members of the system staff in:

- A. Communication
- B. Diversity
- C. Parenting skills
- D. Rules, regulations, standards of family and community involvement implementation.
- E. Specific target audiences as related to specific identified needs.
- F. Programmatic implementation as it relates to student achievement and/or family and community members.

### **Expected Results**

The provisions of our Family and Community Involvement Plan and Policy reflect our attempts to achieve best practice strategies to engage families in helping to educate their children because students do better when parents are actively involved in the educational process, both at home and at school. Expected results of our plan and policy seek to achieve more than the goals stated in our plan. Ultimately through family and community involvement, there will be other indicators of success which are:

1. Higher grades.
2. Improved test scores
3. Improved school attendance
4. Increased participation in higher-level learning academic programs.
5. Long term success for students that enables them to become productive members of society.

# School-Parent-Student Compact

## School Responsibilities

Crockett County Middle School Will:

1. Provide high- quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - A. Employ certified teachers
  - B. Teachers will attend workshops and conferences to keep current standards in their subjects.
  - C. Teacher Collaboration.
2. Hold Parent- teacher conferences during which this compact will be discussed as it relates to the child's achievement. Those conferences will be held on **September 15, 2016 and February 23, 2017.**
3. Provide parents with frequent reports on their children's progress.  
The school will provide reports as follows:
  - A. Progress reports prepared at the mid-point of each grading period.
  - B. Report cards sent home at the end of each grading period.
4. Provide parents reasonable access to staff. Staff will be available for consultation with parents as follows:
  - A. During the teacher's planning time.
  - B. Before school
  - C. After school
  - D. At the parent's request.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - A. Parents may volunteer to proctor TCAP testing.
  - B. Parents may request to observe class activities by asking the principal

## Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

1. Monitor attendance by making appointments after 3:00 PM, when possible.
2. Monitor homework by checking the Child's planner every day.
3. Attend Open House at the beginning of the school year.
4. Attend Parent Night scheduled throughout the school year.
5. Attend Parent- Teacher Conferences held in the fall and spring.
6. Encourage children to participate in extra activities, but limiting activities so that they do not hinder the child's academic study time.
7. Contact the child's teacher with any questions either by phone, letter or email.
8. Spend time each day talking to my children about their day.

## Students Responsibilities:

We, as students, will share in the responsibility to improve our academic achievement and achieve the State's high standards by:

1. Attending school every day.
2. Do homework every day and ask for help when needed.
3. Spend time reading for leisure.
4. Inform parents/guardians of important dates and events made in daily announcements.
5. Do my best every day.

## Attendance of Non-Resident Students

Students residing outside the boundaries of Crockett County may apply for enrollment within the school system under the following conditions:

1. New Non-resident students must make application prior to July 15<sup>th</sup> or at least two weeks prior to the first day of school.
2. New students must provide the building principal with current documentation regarding grades, discipline, attendance and any special needs BEFORE a decision on admission can be made. Failure to furnish this documentation will result in a denial of enrollment.
3. Non-resident student transfers from other school systems within Crockett County will be treated the same as students residing outside the boundaries of Crockett County .
4. Provided space is available, non-resident students will be enrolled at a specific school only for the current school year. Non-resident students must re-apply each year prior to June 1st. Enrollment will be granted (provided all conditions are met successfully) as space is available in the next grade level at that school or in the next grade level at the school of normal grade progression within Crockett County.
5. There is no guarantee of enrollment for succeeding years. Discipline, attendance, tardiness, or academic issues may result in a student being denied reenrollment as a non-resident student.
6. All non-resident students must be approved by the director of schools on the recommendation of the building principal.
7. New Non-resident applicants will be notified of enrollment status before August 1st of the current school year. Returning non-resident students will be notified of their enrollment status by June 1 of the current school year.
8. Enrollment is closed for non-resident students when 90% of EIA maximums are reached in respective classes. Approved criteria (ranked top to bottom) to be considered in determining enrollment priority of non-resident students (when necessary) includes:
  - a. Children or grandchildren of district employee
  - b. Discipline record of applicant
  - c. Student previously enrolled (longevity)
  - d. Siblings enrolled
  - e. Family pays county taxes
  - f. Academic/attendance records
  - g. Waiting list (admission request date)
9. Non-resident students found by the Disciplinary Hearing Authority or Truancy Board to be in violation of Crockett County Schools' discipline policies or attendance policies will not be permitted to continue enrollment in the Crockett County school district.
10. Applicants and non-resident students that have failed two or more courses in the previous semester will not be accepted or permitted to continue enrollment in the Crockett County school district.

# Service Animals in Schools Policy

Crockett County Schools acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms and at school functions, as required by the Americans with Disabilities Act, 28 CHR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Director of Schools at 102 North Cavalier Drive, Alamo, Tennessee 38001, and must contain required documentation of vaccinations. This written request must be delivered to the Director of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles.
4. All service dogs must be spayed or neutered.
5. All service animals must be treated for and kept free of fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether, wild or domestic, will be permitted in schools as a "service animal".
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program or activity.
13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
15. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
16. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the direction of the building administrator.

Reference: ADA Regulations, 29 CFR Part 35 (as amended, 2010).

Dear Parents/Guardians:

Should and emergency situation ever arise while school is in session, we want you to be aware that our School District has made preparations to respond effectively.

Crocket County School District has a detailed emergency operations plan which has been formulated to respond to a major emergency situation. Your cooperation is necessary in any emergency. During an emergency situation:

1. Do not telephone the school as the phone lines will be in use by the School District to coordinate emergency services.
2. Do not go to your child's school unless you have been directed to do so.
3. Students will be kept at school or at an off campus evacuation point and only released to a parent/guardian or an adult who has been authorized on the Student Registration Card (the card required to be filled out by parents at the beginning of the school year. That's why it's critical you complete that form and keep it up-to-date through the school year!) **Parents must be patient with the student release process to ensure the safety of all students.**
4. Information from the School District will be distributed through the School District website ([www.ccschools.net](http://www.ccschools.net)), radio/television stations, and/or the School District Facebook page. If necessary, parents/guardians will be contacted directly by telephone and/or text via the School Messenger System. The importance of keeping the school informed of phone number changes cannot be stressed enough!
5. Prior to an emergency, impress upon your children the need for them to follow the direction of any school or emergency personnel in times of an emergency.

Please discuss these matters with your family. Planning ahead will help alleviate concern during emergencies. Copies of our School Emergency Operations Plan are available in each school office upon request. Should an emergency situation occur, we thank you in advance for your patience and cooperation.

Sincerely,



Bobby Mullins  
Director of Schools



**Crockett County Middle School  
2016-2017 Handbook Receipt Form**

Please complete this form and sign in the places indicated. Your signatures below indicate that you have read and understand that you are responsible for the information that this handbook contains, including the technology/internet use agreement and residency statement reprinted below. Return the signed form to your homeroom teacher no later than **August 8<sup>th</sup>**, 2016.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Grade: 6 7 8

Student Signature: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_

**Crockett County Education Technology Consortium Internet Use Agreement**

**Student Section:**

I have read the CCETC Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access privileges can be terminated and I may face other disciplinary measures.

**Parent or Guardian Section:**

As the parent or legal guardian of this student, I have read the CCETC Internet Use Agreement and grant permission for my child to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

**Residency Section:**

I am also verifying that I am a legal resident of Crockett County or I have filed an out-of-district form requesting to attend Crockett County Middle School. Failure to disclose accurate residency information may result in immediate dismissal from CCMS.