

Welcome to Jefferson Middle School!

The administration, faculty, and staff would like to extend a warm welcome to both students and parents. We are excited that you will be a part of the student body this year. We hope and expect that our school will be a source of pride to all and that it will provide the opportunity for students to grow, explore, and learn.

Along with opportunity comes responsibility. Respect for ourselves and others is probably the single most important factor that contributes to student success. As a member of the student body, it is critical that you respect yourself, your peers, and the adults who work here every day.

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

Mission Statement

**Success and Productivity for Every Student.
Every Student - Every Day**

Beliefs

1. Students learn in different ways and at different levels in the classroom as well as extracurricular activities.
2. Learning is a life-long process.
3. Learning requires active participation from the learner.
4. A safe environment enhances student learning.
5. School should be tobacco, alcohol, and drug free.
6. The learner should be able to apply academic skills to real world experiences.
7. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
8. Students should have a basic understanding of technology.
9. Students should be responsible for their own actions and have respect for others.
10. Education is influenced from outside of school such as parent involvement, home environment, peer pressure, etc.

Purpose of Handbook

This handbook has been prepared as a guide and source of information for the following purposes:

- To develop a code for students.
- To provide direction for self-discipline and a desirable self-image.
- To enter into a partnership with the home in sharing responsibility.
- To assist in making decisions.
- To keep the community informed and supportive.
- To provide information on school goals and policies.

Where Students Can Go For Information

School Office

To enroll in school

To turn in note for an absence (note is usually turned in to homeroom teacher)

- To check in if tardy for 1st period (after 8:00 A.M.) and to check out for early dismissal
- To report a student accident
- To obtain application for the lunch program
- To bring in or ask for lost articles
- To obtain insurance forms
- To withdraw from school

Guidance Office

- To receive counseling for academic, social, and personal problems
- To schedule Parent/Teacher Conferences
- To obtain information about grades or school records

Cafeteria

The school cafeteria offers breakfast and lunch choices of nutritional, well-balanced foods each day. Students may pay for meals daily or pay in advance for up to 30 days. Charges cannot exceed two weeks, at which time no meals will be served until charges are paid. Students will be offered an alternative meal. At the beginning of the school year, information regarding free or reduced-priced meals will be given to all students. If a need should arise later in the school year, the school office will provide this information upon request.

Programs and Procedures

The core curriculum classes consist of language arts, math, social studies and science. These areas are tested each year by the Tennessee Department of Education and are reported on the school's Report Card.

DAILY CLASS SCHEDULE

Sixth, Seventh & Eighth Grade: Students are enrolled in six (6) classes, to include the following:

Language Arts: 1 period

Each student at Jefferson Middle is scheduled for two periods of language arts. This class will include reading, writing and grammar.

Math: 1 period

Each student is scheduled for one period of math instruction.

Science: 1 period

Each student is scheduled for one period of science instruction. Science classes provide hands-on opportunities for all grade levels.

Social Studies: 1 period

Students are scheduled for one period of social studies each school day.

Health/Wellness (1/2 year credit of each): 1 period

Students are scheduled daily for wellness. Wellness includes participation in the Presidential Fitness Award program, individual and group activities with an emphasis on wellness. Students will receive Health instruction on a rotational basis out of wellness.

Elective: ELECTIVES / Related Arts: 1 period

Most students rotate through 4 - 9 week elective courses to include the following: Art, General Music, Math Lab, and Media Center/Library. Band is a yearlong course.

RTI and Enrichment: as identified.

School Counselors: Guidance Focus

School counselors will schedule times to meet with students. Some topics to discuss will include bullying, conflict management, and social skills.

ANNOUNCEMENTS

General information for the day and specific instructions are announced on the public address system each morning. All notices of club meetings, athletic and social events, birthdays, etc., are made at this time.

Transportation changes are announced in the afternoon before bus call.

ASSEMBLIES

School assemblies are held in the auditorium or gymnasium for the benefit of the students. Each student is responsible for the impression they make during assembly programs. Courtesy should be shown to those in charge of and participating in the program. Students will enter and exit the auditorium or gymnasium in an orderly and quiet manner. Students should be quiet when the speaker approaches the microphone and give their full attention to the speaker. Please remain seated until dismissed. No whistling or any inappropriate behavior.

GRADES AND REPORT CARDS

Student progress reports are given out the middle of every nine weeks. Student report cards are given out after the end of each nine weeks.

LOST AND FOUND

The school makes every effort to help students safeguard their property. We suggest placing name labels on personal articles and apparel. Students who find lost items are asked to take them to the office where they can be claimed by the owner. Students should not bring valuables or large sums of money to school.

CLUBS AND ACTIVITIES

JMS offers a variety of clubs and activities for student participation. Criteria for membership in any of our clubs may be obtained from the club sponsor. The following is a list of some of the clubs and activities that are offered: Jr. Beta Club, Yoke, Choir, Student Council, Scholar's Bowl, Yearbook, Drama, and ELK-TV.

MEDIA CENTER

The Media Center is a place of quiet and order. Reading, research, and study are your main priorities when in the Media Center. The Center contains a collection of books, magazines, filmstrips, records, and tapes. At the beginning of each school year, students receive orientation to the Media Center as part of their studies. The Media Center is usually open before and after school. A schedule will be posted.

Any book or materials lost or destroyed by a student must be paid for by the student or his/her parents (or guardian).

MEDICATIONS

School Board Policy 6.405

If it becomes necessary for a student to take any form of medication at school, written permission from the parent must be presented to the office. Medication should be brought to school in a container appropriately labeled by the pharmacy or physician with the name of the student, medication, dosage, and time to be administered. All medications will be kept in the office and dispensed through the office. Students may not carry medicine around or store it in lockers.

PARENT-TEACHER ORGANIZATION (PTO)

The purpose of the Jefferson Middle School Parent-Teacher Organization is to help ensure that JMS is the best teaching and learning environment for our students. The PTO strives to work hand-in-hand with

the staff and administration in helping make improvements, assisting where needed, and most importantly, supporting the work and dedication of the teaching staff.

PARENT VOLUNTEERS

Parents who have time available for volunteer work are encouraged to do so. Any person wishing to become involved as a volunteer should complete a volunteer sign-up sheet or contact the school counselors at 475-6133.

SCHOOL COUNSELORS

The school counselors' program includes a classroom guidance, responsive /crisis counseling, and career planning services. There are in-classroom guidance topics that are addressed by the counselor or by guest speakers. These topics include study habits, goal setting, conflict resolution, self-esteem, decision-making, problem solving, and peer pressure.

Support groups (i.e., divorce, death) and individual appointments for school-related issues are available for students through the counselors' offices. The groups and appointments are scheduled during the school day.

SCHOOL/HOME COMMUNICATION

In order to meet the needs of our students as fully as possible, it is essential that the home and the school make every effort to communicate openly and frequently. At the school, we shall endeavor to meet this need through mid-term progress reports, report cards, formal parent-teacher conferences, open houses, newsletters, e-mail messages, and phone calls.

Parents may receive e-mail messages from the school regarding upcoming events and activities. To request this service, send an e-mail message to the school at: hensley4@k12tn.net. Please include your child's name and grade level in the message. You will also find lots of school information on our school website at: <http://jc-schools.net/jms/>

Jefferson Middle School will use Blackboard Connect, an automated phone service, to notify parents and students of school closings and / or special events.

It is equally important that parents keep teachers informed of any developments that might influence the student's performance at school. If, as parents, you are uncertain of anything, please do not hesitate to contact the school.

STUDENT PRIVACY RIGHTS

Each student and his/her parents have the right to:

1. Inspect and review the student's educational records.
2. Seek correction of items in the record that are believed to be inaccurate, misleading, or in violation of the student's right, including the right to a hearing on 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 the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parents of students or eligible students have two weeks after notification to 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 parents or the eligible student. For additional information, please refer to the Parent Page on the Jefferson County School's website (<http://jcschools.net>) or contact the school administration.

TELEPHONES

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the case of an extreme emergency.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the book in case it is misplaced. You will be required to pay for lost or damaged books.

Daily Bell Schedule

Breakfast	7:30-7:54
Morning Locker Break	7:54-8:00
First Period	8:00-9:03 (HR 8:00-8:10)
Second Period	9:07-10:10
Third Period	10:14 - 11:17
Fourth Period	11:21- 12:50
Fifth Period	12:54-1:57
Sixth Period	2:01-3:10

Jefferson County Schools 2016-2017 Calendar

August 1, 2016 Teacher Administrative Day #1 Registration New Students **ONLY**
August 2, 2016 Teacher Inservice Day # 1
August 3, 2016 Inservice Day # 2 *County-wide Training*
August 4, 2016 Teacher In-service Day # 3 *County-wide Training* **Election Day**
August 5, 2016 First Day of School for Students (1/2 Day Students Dismissal at 9:30)
September 5, 2016 **LABOR DAY HOLIDAY**
September 8, 2016 Mid-term Progress Reports to Parents for 1st Nine Weeks (Day # 23)
October 7, 2016 1st 9 Weeks Ends (Day # 45)
October 10-11, 2016 **FALL BREAK** (Students & Staff off)
October 12, 2016 Professional Development Day # 1 Students off *County-wide Training*
October 20, 2016 Report Cards Go Home (1st 9 wks Report)
November 8, 2016 Professional Development Day # 2 Students off *County-wide Training*
Election Day
November 11, 2016 Mid-term Progress Reports to Parents for 2nd Nine Weeks
November 23, 24, 25 **THANKSGIVING HOLIDAYS**
December 15, 16 Exam Days JCHS
December 16, 2016 End of 2nd 9 weeks & End of First Semester
December 19-30 **CHRISTMAS HOLIDAYS**
January 2, 2017 **Extended New Year Holiday** (Students & Staff off)
January 3, 2017 Teacher Administrative Day # 2 (Students off)
January 4, 2017 Teacher In-service # 4 (Students off) *County-wide Training*
January 5, 2017 2nd Semester Begins – Full Day for all students
January 12, 2017 2nd 9 weeks Report Cards go home
January 16, 2017 **MLK HOLIDAY** (Students and Staff off)
February 6, 2017 Mid-term Progress Reports to Parents for 3rd Nine Weeks
February 20, 2017 **Winter Break Day Presidents' Day** (Staff & Students off) (**Snow Make-Up Day if needed)
February 21, 2017 **Winter Break Day** (Staff & Students off) (**Snow Make-Up Day if needed)
March 15, 2017 End of 3rd Nine Weeks
March 17, 2017 Teacher Administrative Day # 3 (Students Off)
March 20-24, 2017 **SPRING BREAK** (Staff & Students Off)
March 30, 2017 Report Cards go home

April 14, 2017 **Good Friday Holiday** (Staff & Students Off) (**Snow Make-Up Day)
 April 17, 2017 **Good Monday Holiday** (Staff & Students Off) (**Snow Make-Up Day)
 April 17-May 5, 2017 TCAP Assessment
 April 21, 2017 Professional Dev # 3 (Students Off) *County-wide Training* (**Snow Make-Up Day if needed)
 April 21, 2017 K REGISTRATION
 April 24, 2017 Mid-term Progress Reports to Parents for 4th Nine Weeks
 May 23-24, 2017 Exam Days JCHS
 May 25, 2017 (1/2 Day Early Dismissal @ 9:30) STUDENT LAST DAY (Subject to Change)
 May 26, 2017 Teacher Administrative Day # 4 -Final Day Staff (Subject to Change)
 *Please visit the website: [Jc-schools.net](http://jc-schools.net) to view a copy of the **Assessment Calendar**
 Direct Link: <http://jc-schools.net/?DivisionID=12691&DepartmentID=13086>

Technology

Technology has become an essential part of our school as we move through the 21st Century. In order to be prepared for the future, students must have computer skills and as much experience and training as possible in the field of technology. Each middle school classroom is equipped with several types of equipment. Below you will find an outline of the technology in the middle school.

COMPUTER LABS:	EQUIPPED WITH:
Rooms 120, 212, 136, 147	Promethean Boards, computers

Use of the Internet (*Policy 4.406*)

Written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed at kindergarten entry, at 6th grade entry and at 9th grade entry. It should be kept on file as a legal binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

Attendance / Tennessee State Law TCA 49-6-3007; 49-6-3001

The Compulsory Attendance Law requires that all children in Tennessee, 6 years old to 17 years old shall attend school continuously. Also, the Law affirms that the primary responsibility for regular attendance resides with the parents and/or guardians. Principals will report promptly to the Director of Schools or designee the names of all children who have withdrawn or have been absent an aggregate (total) of five (5) days without an excuse. The school shall send a written notice to the parents/guardians when their child has accumulated five (5) unexcused absences. Upon receiving this written notice, the parent shall comply with compulsory attendance law within three (3) days. If compliance is not met at the end of the three days, the Director of Schools or his designee shall implement the procedural steps outlined by the school system for reporting truancy cases to the attendance officer. These procedural steps may include a referral to Family Resource Center, Jefferson County Truancy Review Board, and/or Juvenile Court.

Absences Policy (6.200)

Absence is defined as in attendance for an entire day, a major portion of the school day, or seventy-five (75%) of any class, study hall, or activity during the school day for which the student is scheduled. Absences shall be classified as either excused or unexcused by the principal or his/her designee.

Upon returning to school, the student must present a **written** account of the absences signed by his/her parent or guardian to the office of the principal. The absence will be designated as excused or *unexcused, and teachers will be notified.*

Excused absences shall include:

1. Personal illness (with doctor's excuse);
2. Illness of immediate family member;
3. Death in the family;
4. Religious observances
5. Doctor's Appointment;
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control; and
7. One day is provided for students when their parent or custodian is deployed into active military service. One day is also provided for students when the parent or custodian returns from active military service.
8. Legal or court appearance.

Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed, and teacher-supervised.

Early dismissals disrupt the learning day and are strongly discouraged. Such dismissals will be allowed only:

- (1) In case of emergencies;
- (2) With a valid doctor's appointment card
- (3) With a validation of funeral attendance of immediate family including spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle or aunt.

Early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other avoidable situations in which case instructional time will be made up in full.

Clock time for unexcused late arrivals or unapproved early dismissals will accumulate on the student's attendance record and will be considered as a part of the student's aggregate days missed as determined by the school calendar. These aggregate days may be reported to parents for five (5) days notifications and to the attendance officer for ten (10) day notifications in compliance with Compulsory School Attendance Law.

Grades 1-8

Student attendance will be accounted for following the guidelines of the TRR/MS 0520-1-3-.03(15). Excessive unexcused absences or trancies may be referred to the Family Resource Center, Attendance Officer, and/or Juvenile Court. Withholding of credit and/or a decision to retain a pupil will be based on the factors outline in policy 6.603. Attendance is one of the factors taken into consideration when determining a student's promotion or retention.

Principals will report promptly to the Director of Schools the names of all children who have withdrawn or have been absent an aggregate (total) of five (5) days without an excuse. When an aggregate (total) of five (5) days absence without an excuse has been reached, the principal will send the parent written notice that attendance is required. If the parent fails to comply with attendance laws within three (3) days after receiving notice and/or aggregate (total) absences multiply to as many as ten (10) the principal shall mail the parent a legal notice of non-compliance

with the Compulsory School Attendance Law. The principal shall immediately implement the procedural steps outlined by the school system for reporting truancy cases to the attendance officer.

Attendance of Non-Resident Students (*Board Policy 6.204*)

Only students residing within the boundaries of Jefferson County will be eligible for enrollment, with the following exception: A student residing outside the boundaries of Jefferson County may attend schools within the school system only if the custodial parent of a student is a full-time employee of the school system.

TARDY POLICY

It is the responsibility of students to arrive at school on time. Oversleeping is not a legitimate excuse for tardiness. Instructional time is very important; students must be in class and prepared for the lesson to begin when the tardy bell rings. Unnecessary tardiness will not be permitted and are subject to the Truancy Review Board. All students arriving at school after the day has begun must first report to the office. Finally, it is also the student's responsibility to get to class on time.

Student Assignment (*Policy 6.205*)

TO SCHOOLS

Students, including those in kindergarten, are expected to attend the school in the school zone to which they are assigned by virtue of the residence of their legal and/or custodial parent(s).¹ Residence is defined as the location of property where the student lives in a dwelling with the parent on a daily basis, eating meals, sleeping, playing and performing what are considered routine family activities.

TO CLASSES

The principal shall be responsible for assigning all students to classes. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

Transfers Within the System (*Policy 6.206*)

Transfer students will meet the same enrollment requirements as new students.

Students whose families change their residence to another school zone within the county after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The superintendent may grant other exceptions to this policy for good and sufficient reasons.

Students who are suspended from one school in Jefferson County cannot enter another school in Jefferson County.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

- In the case of elementary school students, the examination shall cover the last grade completed.
- If pupils are admitted to approved schools from unapproved schools by examination, it shall be the duty of the principal thus receiving them to keep the examination papers on file for a period of at least one year.

Make-Up Work

All missed class work or tests (whether from excused or unexcused absence) may be made up if the student makes the request immediately upon returning to school and if class time is not taken from other students.

No student will be allowed to make-up semester exam unless his absence is excused.

The perfect attendance certificate will be awarded on the basis of the attendance record kept in the register.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Release During School Hours (*Policy 6.208*)

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
3. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
4. No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - b. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

STUDENT CONDUCT

The Board of Education believes that acceptable behavior is an essential ingredient of an effective educational program. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both inside and outside the classroom and to help students develop self-discipline and self-direction. To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. Such measures include use of reasonable force to restrain or correct students and maintain order.

DISCIPLINE POLICY

Jefferson Middle School utilizes an Assertive Discipline Program. Students should be sure to familiarize themselves with this process. It is a program to alter the behavior of students who choose not to conduct themselves in a positive manner. The basic purpose of assertive discipline is to create a setting where teachers can teach and students can learn. This requires respect between students and teachers, so that the rights of both groups are not violated. To help teachers and students understand the underlying principles of assertive discipline, it will be useful to develop a common language which will improve understanding between all groups during regular school hours and at school functions.

1. Civility: Understanding that there is a right and wrong way to conduct oneself, depending on the situation.
2. Honesty: Having a respect for truth and for the property of others.
3. Integrity: Following your conscience and keeping your head regardless of what other people do.
4. Courtesy: Treating others as you want to be treated.

5. Prudence: Thinking before you act; considering the consequences before you act; considering alternatives.
6. Tolerance: Making an effort to understand others, even if you do not agree with them; living and letting live.

What this school is or wishes to become depends on what the students are or wish to become. This is not something that can be given to you; rather, it must come from within. The faculty may initiate it, but the student body must complete it, or it won't be completed at all. Don't wait on someone to make your situation better; begin the task yourself. We promise to help you and support you along the way. **If you win, we win.**

ASSERTIVE DISCIPLINE PLAN

EXPLANATION OF PROCESS

The PURPOSE of this plan is to establish a clear and consistent hierarchy of consequences to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. The principals, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of consequences ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended.

Classroom-Level Discipline

In order to protect the learning of all students, each teacher shall have the right to discipline students according to his/her classroom discipline plan. For each violation of classroom rules, a student will receive a write-up and a corresponding consequence; consequences will be the teacher's decision. The teacher will contact parents each time a write when behaviors become frequent or if the nature of the behavior warrants contact. Once a student has committed five violations of classroom rules within a semester, he/she will receive an office referral and be sent to an administrator. Classroom write-ups start over at the beginning of each semester.

A teacher may refer a student to the office automatically if the student commits a severe classroom disruption (e.g., overt refusal to obey, severe disrespect, fighting, vandalism, or any other action which prevents the class from functioning).

Administrative-Level Discipline

Administrative discipline occurs as a result of an accumulation of classroom write-ups or because of a severe disruption to the school process. Administrative discipline generally follows a hierarchy of consequences, but the administration reserves the right to choose the consequence. Consequences of the assertive discipline plan are listed below.

Disciplinary plans written in a student's I.E.P. will take precedence over the normal Assertive Discipline Plan.

Administrative discipline accumulates for the entire school year. Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

ASSERTIVE DISCIPLINE PLAN

1st Office Referral

ISS **or** OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion
and Referral to guidance (optional), **and** Parent conference or call, Behavior contract (optional).

2nd Office Referral

ISS **or** OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion
and Referral to guidance (optional),
and Parent conference or call,
Behavior contract (optional).

3rd Office Referral

ISS **or** OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion
and Required referral to guidance,
and Required parent conference,
Behavior contract (optional).

4th Office Referral

OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion
and Required referral to guidance,
and Required parent conference with the Administration of Jefferson Academy,
Behavior contract (optional).

5th Office Referral

OSS pending placement in Jefferson Academy **or** Recommendation for expulsion.

RELATIONSHIP BETWEEN STUDENT AND TEACHER

A student's most direct and frequent contact with a school official is with the classroom teacher. When a student has a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

1. The student should discuss the matter with a teacher at a time other than class time and at a time which is mutually convenient.
2. If that fails, the student, the parent, and the teacher should discuss the matter.
3. The next step would be to involve the assistant principal or the principal.
4. Actions which cannot be resolved at the level of assistant principal/principal would go to the Assistant Director of Schools, the Director of Schools, and the School Board, in that order.

At any point, particularly in the early stages, a guidance counselor can be involved to help solve the problem.

It is strongly recommended that all students become completely familiar with the guidelines of the program and use them to make this the best school year of their career.

IN-SCHOOL SUSPENSION (ISS)

One of the disciplinary options used at Jefferson Middle School is in-school suspension. It is isolated study for students who have violated certain school policies (**Policy 6.316**). Students are assigned to in-school suspension by the administration only, and students must report directly to the ISS room with all books, pencil, and paper at 8:00 A.M. on the date assigned. Students assigned ISS will have all school privileges revoked during their assignment, and may not re-enter the regular school program until all in-school suspension time has been served. Failure to comply with ISS rules could result in the student being assigned additional time in ISS, being placed on OSS, or being assigned additional office referrals. The class is located in Room 118.5.

OUT-OF-SCHOOL SUSPENSION (OSS)

According to T.C.A. 49-6-3401, any school administrator of any public school in this state is authorized to suspend a pupil from attendance from such school, including its sponsored activities, or from riding a school bus, for good or sufficient reasons. T.C.A. 49-6-3401 also provides that if a principal or assistant principal determines that an offense has been committed which would justify suspension **for more than**

ten (10) days, he/she may suspend a student unconditionally for a specified period of time or upon such terms and conditions as may be reasonable. The student, the parent or guardian, or any other person holding a teaching license who is employed by the school system (if requested by the student) may file an appeal to a disciplinary hearing authority (DHA) for any suspension over 10 days. The appeal must be in writing, and it must be filed with the director of schools within five (5) days after receipt of the notice of suspension (**Policy 6.316**).

DETENTION

If detention is assigned by an administrator, it will be held after school or during lunch. Students may be required to remain as long as one hour beyond the school day as a disciplinary action. **In case the student rides a bus or is in a car pool, one day notice will be given.** If a student is assigned an administrative detention and fails to serve it, the student will be disciplined according to his/her placement on the appropriate level of the Assertive Discipline Plan (**Policy 6.315**).

BEHAVIOR CONTRACT

After discussion with an administrator, a teacher may place a student on a behavior contract. This contract will be more severe than the typical classroom plan. The typical behavior contract results in the student being referred to an administrator sooner than would occur under a classroom discipline plan. A student may also be placed on an administrative behavior contract for a relatively serious offense or continued misconduct. An administrative contract gives the student a specified period of time in which to prove that he/she will obey school rules. Administrative behavior contracts may be extended into the next semester or school year. After a student returns from Jefferson Academy, an offense could result in being placed back on a behavior contract for the remainder of the semester or year.

SPECIFIC DISCIPLINE POLICIES

In addition to the penalties listed below, each violation will be added as a step on the Assertive Discipline Plan.

ALCOHOL POLICY

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. The penalty for first offense violations of the alcohol policy will be to remand the student to Jefferson Academy until such time he/she successfully completes the Academy's instructional and behavioral programs. During the suspension period, the student should implement and complete an alcohol education program that would include the effects and consequences of alcohol use on personal health and safety. (Program to be approved by Jefferson Academy). **NOTE: Parent/student will be responsible if any expense is incurred for the alcohol education services.** If a student violates the alcohol policy a second time, he will be subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction (**Policy 6.307**).

ASSAULT POLICY

Any physical assault by a student on an employee of the Jefferson County Board of Education shall result in expulsion for one (1) year, with possible petition to court. According to T.C.A. 49-6-4301, any teacher observing or having knowledge of an assault and battery or vandalism which endangers life, health, or safety which is committed by a student on school property is to report the action immediately to the principal of the school. The principal having knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or who receives a report of such action is to report such action immediately to the local Police Department or the Sheriff's Department (**Policy 6.309**).

BUS CONDUCT POLICY

Bus service is an extension of the classroom. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions to be followed. Students shall remain well back from the roadway while awaiting the bus. Pupils shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached. Students shall keep their hands, arms, and heads inside the bus. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle. The emergency door must be used for emergency only. Students who must cross the street at a bus stop shall wait until they receive a signal from the bus driver. When students must cross a street upon entering or leaving the bus, it shall always be done in front of the bus far enough in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed. In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approval by the principal or designee (signature required) of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental/guardian permission with approval by the principal or designee (signature required). Transient students shall be expected to abide by the discipline policies adopted by the Jefferson County Board of Education and rules adopted by the staff of their terminal school. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. Students are not permitted to sell food products on school buses. The teacher(s) and students on field trips are responsible for cleaning up all waste. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation (**Policy 6.308**).

BUS DISCIPLINE

1st Bus Referral to an Administrator

- Warning or Assigned Seat or Bus Suspension (5 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional),
- Meeting with the Bus Driver and Student (Optional)

2nd Bus Referral to an Administrator

- Bus Suspension (5 or 10 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus,
- Meeting with the Bus Driver and Student (Optional)

3rd Bus Referral to an Administrator

- Bus Suspension (10 or 30 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

4th Bus Referral to an Administrator

- Bus Suspension (30 Days) or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

5th Bus Referral to an Administrator

- Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

The following specific offense will result in the consequences listed below:

Fighting: The first offense for fighting on a bus will result in the student's suspension of bus privileges for 10 days and a 3 days out-of-school suspension and citation to court for disorderly conduct. The second offense for fighting will result in a 30-day bus suspension and 5 days out-of-school suspension and a citation to court for disorderly conduct. The third offense for fighting will result in a bus suspension for one calendar year and orientation at Jefferson Academy.

Use of Tobacco: First offense will result in suspension off the bus for 5 days and citation to court. Second offense will result in suspension off the bus for 10 days and a citation to court. Third offense will result in suspension off the bus for 30 days and a citation to court.

Drugs/Alcohol/Sexual Offenses: Offenses that involve drugs, alcohol, or are sexual in nature will result in a bus suspension for one calendar year and will follow the school's policy with further discipline.

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be mailed. The parent is required to discuss the matter with the principal/assistant principal, and transportation supervisor before transportation privileges are restored. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. It is the responsibility of the principal, assistant principal, and/ or transportation supervisor to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION/CYBER BULLYING

Discrimination/Harassment (Sexual, Racial, Ethnic, Religious, Disability)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious and/or disability discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is related to a disability or is sexual, racial, ethnic or religious in nature.

The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious and/or disability nature which:

1. Substantially interfere with the student's work or educational benefits, opportunities, or performance; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation/Cyber-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. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. Cyber-bullying means bullying undertaken through the use of electronic devices. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following debarking. This policy also addresses conduct when the act of bullying or cyber bullying takes place off school property or outside of a school sponsored activity, it is directed specifically at a student or student has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

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 School Administrator or designee (as set forth in Student Concerns, Complaints and Grievances 6.305).

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Hazing means any intentional or reckless act in this state, on or off LEA property, by one (1) student acting alone or with others, that is directed against another 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. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities (**Policy 6.304**).

CONSEQUENCES

Any incident of possible harassment or hazing involving students versus students will be investigated and infractions may result in warnings, parent contact, in-school suspension, out-of-school suspension and/or dismissal from school. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools.

DRESS CODE POLICY

Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If, in the judgment of the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student may be sent home and not be readmitted until he/she is properly attired or groomed. **Note: The Jefferson County Schools dress code is considered to be a minimum standard. Principals may modify only to the extent that it is a higher standard (Policy 6.3101).**

The following attire is considered inappropriate:

- Hats/headbands
- Tank tops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive (NO spaghetti straps)
- Clothing with large or revealing holes
- Clothing that allows undergarments to be visible when standing or sitting
- Clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, and or gang related
- Clothing which exposes the midriff (Tops must extend below the beltline and/or be tucked in at all times.)
- Skirts, shorts, pants, and dresses which are not knee length or longer
- Sleeveless shirts worn by males
- Clothing that contains messages, slogans, or symbols that promote racial discord
- Body-piercing jewelry (except for the ears)
- Hair that is an unnatural hair color or distracts from the learning environment
- Jewelry/accessories with metal spikes or chains

Additionally:

- Trousers must be secured/belted at proper waist level.
- Shoes must be worn at all times.
- All tops must start at the base of the neck and extend to the tip of the shoulder.

The administration may notify the student's parent or guardian and have the student remedy the problem by changing clothes, removing/reversing objectionable clothing, jewelry, and head covering. When the problem has been corrected, the student can return to class. If the violation cannot be corrected, the

student will be assigned to ISS for the day. Repeated violations will be added as a step on the assertive discipline plan.

DRUG POLICY

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to, abuse of inhalants and prescription drugs. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle. In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The principal shall also notify the proper law enforcement authorities.

Abuse of prescribed drugs and/or over-the-counter drugs and/or look-alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Over-the-counter or prescribed medications must be brought to the school by the parent. No student shall keep medication in his/her possession unless directed by a medical professional. Medications shall be retained in a designated location during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy. When a principal or designee determines that a student is in violation of the above policy, the student will be subject to discipline according to the Assertive Discipline plan (**Policies 6.307 and 6.309**).

ELECTRONIC COMMUNICATIONS DEVICE/CELL PHONE POLICY

Before entering JMS (or any facility under the supervision of school officials) all pagers, cell phones, or similar electronic communications equipment must be powered off and remain off until students are dismissed from school. In addition, personal electronic devices such as CD players, I-pods or MP3 players, including devices with mobile wireless access, may be stored in backpacks, purses or personal carry-alls. However, the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action (**Policy 6.312**).

Students who violate this policy shall receive the following discipline:

First offense: Device confiscated for remainder of day (to be released to parent/legal guardian only at end of day).

Second offense: Device confiscated for 30 days (to be released at the end of 30 days to parent/legal guardian only).

Third offense: Office referral. Device confiscated for thirty calendar days (device released to parent/legal guardian only).

Note: All components of cell phones (SIM cards, etc.) will be confiscated with the cell phone. The electronic device policy includes all forms of message modes currently available in electronic communication devices, (i.e., voice communication, text messages, and transmission of visual images). Use of cameras on personal communication devices is strictly prohibited during school hours. Failure to surrender a phone or electronic communication device will result in a violation of the disrespect policy. Additionally, electronic pagers can be considered drug paraphernalia by Tennessee state law (TCA 49-6-4202).

FIGHTING POLICY

When students are involved in a fight, defined as an exchange of physical blows, combatants will receive the following discipline:

- First Offense: 3 days out-of-school suspension, and citation to court.
- Second Offense: 5 days out-of-school suspension, citation to court, and visit Jefferson Academy for orientation.
- Third Offense: Recommendation for placement in Jefferson Academy, and citation to court.

Note: In all instances, law enforcement officials may be called. Additionally, students who incite fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report it to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, **fighting will not be tolerated on the campus, on the school bus, or at any school-sanctioned event.**

INAPPROPRIATE DISPLAY OF AFFECTION POLICY

No inappropriate display of affection between students is permissible. Students who violate this policy will be given an office referral and disciplined according to the Assertive Discipline Plan.

PROFANITY POLICY

Use of profanity at Jefferson Middle School is prohibited. Students who use profanity will be given an office referral and disciplined according to the Assertive Discipline Plan.

TOBACCO POLICY

Students shall not possess or use tobacco products in any form during the school day, any time on school campus, during any in-school activities, during any practice or meeting for co-curricular or extra-curricular activities, nor while being transported by school or school system-provided vehicle (**Policy 6.307**). At each level of offense for possession or use of tobacco, matches, lighters, etc., these items will be confiscated permanently. Students who violate this policy shall receive the following discipline:

- First Offense: Three days out-of-school suspension and citation to court.
- Second Offense: Three days out-of-school suspension and an orientation at Jefferson Academy and citation to court.
- Third Offense: Placement in Jefferson Academy, and citation to court.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited, to a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Students are further forbidden to use any substance such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/guardian, and the appropriate law enforcement officials as required by law. If, after appropriate inquiry and obtaining of the facts of the accusations, the student is found to be guilty, he/she will be subject to suspension and/or expulsion from school (**Policy 6.3091**).

According to the Gun Free Schools Act of 1994, any student who brings a firearm to school must be referred to the criminal justice or juvenile delinquency system in addition to the above-stated procedure.

Additionally, the student may be required to show proof of satisfactory psychological examination before being readmitted. NOTE: Pocket knives are not permitted at Maury Middle School.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

Firearms (as defined in 18 U.S.C. § 921)1

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Battery/Assault

In accordance with state law, any student who commits or threatens battery/assault upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law (**Policy 6.309**).

Medicines (Policy 6.405)

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

Written instructions signed by the parent will be required and will include:

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

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

Accidents and Illnesses (Policy 6.410)

Parent(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents' location and phone number during the school day;
2. The name, address and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed;
4. Information concerning a student's particular physical disability or medical condition.

The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Principals will inform the director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his approval.

Field Trips (*Policy 4.302*)

Academic/Instruction Related Trips

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular student group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost — Cost per student shall not be calculated so as to include the payment of the cost of any school personnel, or others, except the sponsor(s) of the group or club which takes the trip.

Interscholastic Athletics (*Policy 4.301*)

Jefferson Middle is a member of the TMSAA/TSSAA. Teams are governed by the bylaws of the TMSAA/TSSAA. Jefferson County Schools Parent and Athlete Code of Conduct- refer to page 28.

Students must earn passing grades (D or better) during each nine weeks in three (3) of the four (4) required core courses to be eligible for participation during the nine weeks. Passing grades must be attained in language arts and mathematics. In addition to the core course requirements, at least fifty percent of all remaining courses must be passed. Teachers will notify the coach of any students who have one or more of the following:

- Repeated failure to do assigned school work.
- Repeated tardiness/unexcused absences to school.
- Students scholastically ineligible for this reason will be expected to practice during the suspension period. If, after one contest, the athlete is not eligible for competition, he/she will remain ineligible for the remainder of the nine weeks and will not be allowed to practice.

Policy 4.301

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. To be eligible to tryout or participate in interscholastic athletics, a student must be currently enrolled in that school.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. The principal or his/her designee must accompany an athletic team on trips.

Middle school athletics shall be coached only by Board approved personnel. Middle school athletics shall be governed according to their respective conference bylaws and may not participate in a conference without bylaws. A copy of the bylaws must be on file with the central office.

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the director of schools. This does not prevent the inclusion of regular physical training lessons in the daily school program.

Students shall not be disqualified from participation on a school athletic team solely on the basis of participation in another sport except where the season overlaps by more than two weeks. Principals shall ensure that practices are confined to establish seasons and that school regulations regarding participation in a sport are reasonable.

Athletic schedules shall be filed in each school principal's office.

Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program.

An athletics' advisory committee, comprised of the high school athletic director and the athletic director of each middle school, will be formed for the purposed of assisting and advising the board.

Student Clubs and Organizations (Policy 6.702)

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The director of schools shall approve all requirements imposed by clubs which have restricted membership. Sororities, fraternities, and all secret organizations are prohibited.

School Safety

Everyone has a responsibility for maintaining a safe and orderly learning environment at school. These rights and responsibilities are

Students have a responsibility to report to their teacher or principal:

- Any student threats of violence, either direct or indirect.

- Any knowledge of alcohol, drugs, or weapons at school.
- Any suspicious/unknown person in or around the school.
- Any student use of gang symbolism.

Administrators will report or cause to be reported to a child’s parent:

- Any violence or threats of violence from or to the child.
- Any violation of tobacco, alcohol, drugs, or weapons policies by the child.
- Any student that leaves the school grounds without permission.

Safe Schools: Notice to Parents:

All Jefferson County Schools have been deemed “safe schools: under the guidelines of our state and NCLB. However, should your child become the victim of a violent crime at any Jefferson County School, you have the right to request a transfer to another county school pending their enrollment. Jefferson County’s school administrators and staff are making every effort to prevent any situation in which your child may not be safe. If you have an questions regarding safety policies or procedures, please contact your school’s principal.

Emergency School Closing

In case school is closed for bad weather or any emergency, check the Jefferson County Schools website at <http://jc-schools.net/> or listen to the local radio station or WBIR –TV or WIVK –radio. Jefferson Middle uses an automated calling system to notify parents of school closings.

Guests at School

Parents are encouraged to visit the school at any time. All guests should come to the office and register upon entering the building. Guests must wear a nametag issued by the office.

Grading System (Policy 4.600)

The director of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3. Conduct grades are based on behavior and shall not be deducted from scholastic grades.

Grading Scale (grades 3-12)

Grade	Scale	Percent Range
A	4.0	93-100
B	3.0	85-92
C	2.0	75-84
D	1.0	70-74
F	0.0	0-69

TN Department of Education Uniform Grading Policy http://jc-schools.net/Grading_Policy.pdf

Testing Programs (*Board Policy 4.700*)

The Board shall provide for a system wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties.
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Other tests may be given as requested by students, teachers or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

Reporting Student Progress (*Board Policy 4.601*)

Student progress reports shall be provided at least once every 9 weeks for grades K-12. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Student progress reports shall indicate the students' conduct, attendance and academic progress and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. All students in grades K-12 shall receive an informal midterm progress report at the mid-point of each nine-week instructional period. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

A supplemental letter of personal consultation may be used when a teacher desires to give some explanation not covered by other reporting methods.

Parent Conferences

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction. The director of schools shall be responsible for scheduling and coordinating system wide conferences. Conferences shall be physically accessible to all students, parents and/or guardians.

Signing In/Signing Out

Students arriving at school after 8:00 A.M. are required to sign in at the main office. Excessive tardies could result in a referral to the truancy review board. Students leaving early are required to be signed out by parent(s). Excessive early dismissal is not encouraged.

**JEFFERSON COUNTY SCHOOLS
PARENT AND ATHLETE CODE OF CONDUCT AGREEMENT**

Jefferson County Schools welcomes you to the Athletics Program. It is our goal for every student athlete to enjoy the association with other members of the team, and learn as much as possible from our coaches.

Participation in a school-sponsored extra-curricular activity or sport is a privilege. Successful participation in these activities requires a high level of commitment, energy, and maturity. A higher standard of excellence is expected from students involved in these activities, as they represent our schools to our neighbors, communities, state, and even our nation.

Good sportsmanship is expected at all Jefferson County Schools events. Good sportsmanship is a responsibility of players, parents, coaches, advisors, faculty, cheerleaders, students, adult spectators, and officials. Promotion of good sportsmanship at Jefferson County Schools' events should include a demonstration of respect for participants and officials. All involved in a school-sponsored event should maintain self-control throughout the contest. Rules of the event should be understood and skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality educational and athletic program.

JEFFERSON COUNTY SCHOOLS CITIZENSHIP POLICY

Good sportsmanship and proper conduct are behaviors that are learned by engaging with others, modeling good behavior, and planned instruction. It is the responsibility of the administration, staff, coaches, parents, and the community at large to create a climate that fosters the development of these behaviors. This is accomplished by encouraging and modeling positive and appropriate behavior within the sporting environment, while at the same time striving for excellence.

Parents

Parents of student athletes in any sport, must read, agree to, sign, and abide by the following Code of Conduct:

- Encourage good sportsmanship by demonstrating support for all athletes, coaches, and officials at every game, practice, or event.
- Place the emotional and physical well-being of student athletes ahead of any personal desire to win.
- Support coaches, players, fans, and officials in providing a positive, enjoyable experience for all.
- Discourage any behaviors or practices that would endanger the health and well-being of others.
- Treat other players, parents, coaches, fans, and officials with respect, refraining from verbal indignities.
- Teach the student athlete to play by the rules and to resolve conflicts with civility, without resorting to hostility or violence.
- Respect the coaches and officials and their authority during games and do not question, discuss, or confront coaches, administration, and officials at the game site.
- Discuss any issues or concerns with the coach or administration at an agreed time and place.
- Help ensure that the sport is enjoyable for the student athlete and remember that the game is for the athlete and not for the adults.
- Support a drug, tobacco, and alcohol-free sports environment for the student athlete and refrain from use of such at all events.

Spectator Conduct

The Jefferson County School Board of Education requires schools to monitor spectator behavior at all school-sponsored activities. Accordingly, an event supervisor may request any person involved in misconduct to leave the premises and may contact the police for assistance. The school administration has the authority to suspend individuals from all school-sponsored activities for a period of time for spectator misconduct.

Athletes

The Code of Conduct establishes high expectations and standards for all student athletes. These expectations embody a total lifestyle approach with emphasis on respect for self, others, and property; loyalty to self, teammates, coaches, and school; support for the ideas of true sportsmanship; and the ability to accept the students, parents, and school personnel, and a proactive and positive approach to

prevention and assistance. Students who choose to participate in any sport must read, agree to, sign, and abide by the following Code of Conduct:

- Encourage good sportsmanship by demonstrating support for all athletes, coaches, spectators and officials at every game, practice, or event.
- Support coaches and officials in providing a positive, enjoyable experience for all.
- Discourage any behaviors or practices that would endanger the health and well-being of teammates.
- Treat other players, parents, coaches, fans, and officials with respect and refrain from verbal indignities.
- Play by the rules and resolve conflicts with civility without resorting to hostility or violence.
- Respect the coaches and officials and their authority during games and do not question, discuss, or confront coaches at the game site.
- Discuss any issues or concerns with the coach at an agreed upon time and place.
- Follow the policies of the Jefferson County Schools regarding drugs, tobacco, and alcohol.

Consequences for violation of the Code of Conduct:

Parent/Spectator Consequences: could be a meeting with school administration, suspension from attending games, or dismissal of their child from the team.

Student Athlete Consequences: could be extra activities as assigned by the coach, suspension from games, dismissal from the team(s), or ineligible to participate in other sports.

Jefferson County Schools Notice of Non-discrimination

The following notice of non-discrimination meets the minimum requirements of the regulations enforced by Jefferson County School System.

The Jefferson County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Support Services
Jefferson County Schools
1221 Gay Street
Dandridge, TN 37725
865-397-3194

Inquiries may also be made to the Office for Civil Rights. The address of the regional office, which covers Tennessee, is:

United States Department of Education
Office for Civil Rights
Atlanta Office, Southern Division
61 Forsyth St., S.W.
Suite 19T70
Atlanta, GA 30303
(404)974-9406

Parent/Teacher/Student Handbook Contract

We agree that this Student and Parent Handbook outlines how the entire school staff, the students and the parents will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities: Jefferson Middle School will:

- Provide a safe environment, high-quality curriculum and differentiated instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

Student Responsibilities: We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do homework every day and ask for help when needed.
- Bring necessary materials to class and complete assignments.
- Know and follow all school rules.
- Respect the school, classmates, staff, and families.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

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

- Monitor attendance and tardiness.
- Provide a quiet time and place for homework.
- Make sure that homework is completed.
- Participate, as appropriate, in decisions relating to my children's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.



Students and Parents: By signing below, you are stating that you have read and fully understand the information provided in the Student and Parent Handbook and that you will uphold all Jefferson Middle School policies and procedures.

Student Printed Name Grade

Please sign below and return to your first period teacher:

Student Signature Date

Parent Signature Date

Note:

Homeroom teachers will collect this signed document and submit to the office. Documents will be kept on file in the office.