

WHITWELL MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

HOME OF THE TIGERS and HOME OF THE CHILDREN'S HOLOCAUST MEMORIAL "CHANGING THE WORLD, ONE CLASS AT A TIME"

1 BUTTERFLY LANE
WHITWELL, TN 37397
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PRINCIPAL: KIM HEADRICK
ASSISTANT PRINCIPAL: DR. JOSH HOLT CAMP

School Hours:

FREE breakfast to all students: 7:15 – 7:45 (Exception for late buses)
Morning bus room time: 7:15 – 7:45
Students report to homeroom to prepare for classes: 7:45
Morning Announcements: 7:58
Instruction Time: 8:00 – 3:00
Evening Announcements and Car Rider/Walker Dismissal: 3:05
Bus Dismissal: 3:10 – 3:30

All afternoon transportation changes must be made by 2:40 and be made in person, by fax, or by email (wms@mctns.net). No changes will be accepted over the phone. Excuses for absences may also be sent to this email address.

The school's website address is:

www.whitwellmiddleschool.org

For a complete list of Marion County School Board Policies, please visit:

www.marionschools.org.

Scan these codes to help you stay in touch with WMS!
Remind (Free Text Messages - Must set up an account)



OR

Text **484-652-8266** with the message **@wmsstu** in the subject line. If you are a first time user, you may be prompted to enter your name. This is a free group messaging service that will allow you to get messages, but not respond. No one will be able to see your phone number.

Twitter



Whitwell Middle School Website



Message to Parents

In order to be successful at Whitwell Middle, a cooperative effort must exist between students, teachers, parents, administrators, and the community. This handbook and the school website are constant sources of communication with home. The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities. **PLEASE TAKE THE TIME TO READ AND BECOME FAMILIAR WITH ALL POLICIES OUTLINED IN THE HANDBOOK.**

The entire handbook is arranged alphabetically for easy reference. There also is a table of contents. Since it is not possible for this handbook to address all issues that may arise during the school year, parents and students should understand that the school's administration will use its professional judgment to make decisions on specific situations as they occur.

Message to Students

Updated 2016

The faculty, staff, and administration welcome you to Whitwell Middle School, "Home of the Tigers!" It is our hope that you will find your experience at Whitwell Middle to be challenging, exciting, and rewarding. Education Matters...whether you will be attending college, going into the military, or working after high school, your success in life depends on your efforts, especially in middle school when good habits are formed. Each person in the school has responsibilities. We promise to make a good faith effort to accept our responsibilities, and in return, we ask that each of you do the following:

1. Be on time, on task, and prepared to learn EVERY DAY. #nofreedays
2. Respect the teacher, the classroom, other students, and yourself. #benice #bekind
3. Be responsible for your own learning. #workhard
4. Clean up after yourself and your peers. #notyourmom #responsibility
5. Keep all personal electronics PUT AWAY. #onlywithpermission #notexting #notweeting #nopictures

We are looking forward to having a GREAT and SUCCESSFUL school year!

Mrs. Headrick, Principal

Dr. Holtcamp, Assistant Principal

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MISSION AND CITIZENSHIP STATEMENTS

This Is What We Believe

1. Learning and attendance are important and should be taken seriously.
2. A loving, caring, safe, and secure learning environment will be present at all times.
3. Respect and cooperation will be practiced by students, teachers, staff, parents, and community.
4. All children will be reading and writing at or above their ability level.

Citizenship

It is the responsibility of every person at Whitwell Middle School to practice good citizenship. Students are expected to exhibit good conduct in the halls, cafeteria, gym, classroom, and on the school grounds. Everyone at Whitwell Middle School wants its students to be good citizens. Obedience to the law, respect of our country's flag, appreciation of the Constitution of the United States, respect for all people, and recognition of the dignity and reward of honest labor are characteristics expected of all our students.

WHITWELL MIDDLE SCHOOL and MARION COUNTY BOARD OF EDUCATION POLICIES

A complete list of Marion County Policies is available on the district website, www.marionschools.org.

Accelerated Reader

In all grade levels, students are required to read two books at their level each nine weeks and to make a minimum score of 70 on the test for each book. Students are not allowed to participate in or attend any extracurricular activities if they have not completed this activity each nine weeks. Contracts will be sent home for parents and students to sign. An AR reading log will be maintained by the student and viewed by the parent on a regular schedule to be determined by the grade level.

A student is on restriction if he/she fails to read the required AR books and pass the appropriate tests for the nine weeks.

First Time Restriction: No extracurricular activities, including sports practices, TGIF, dances, softball games, football games, baseball games, basketball games, cheerleading, etc. until book(s) is read. Book(s) must be read by the progress report of the next nine weeks.

Second Time Restriction: No extracurricular activities, including sports practices, TGIF, dances, softball games, football games, baseball games, basketball games, cheerleading, etc. Unread book(s) plus required two (2) books for the upcoming nine weeks must be read by the end of the nine weeks. For example, if a student does not read his/her two books for the nine weeks, he/she must read the required two books for the nine weeks, plus two more for the upcoming nine weeks.

Third Time Restriction: No extracurricular activities, including sports practices, TGIF, dances, softball games, football games, baseball games, basketball games, cheerleading, etc. until **all** books are completed by the end of the nine weeks. All books must be completed by the end of nine weeks.

After School Detention

Students who are sent to the office for multiple visits or students who have major inappropriate behaviors may be assigned after school detention by the principal or assistant principal. Detention takes place each Friday from 3:15 – 5:15. Students will stay after school and work on writing packets. No make-up work will be allowed. All students will exit the front of the building at 5:15 for pick up. Please do not ring the bell before 5:15. If someone other than the parent is picking up the child, a note must be sent on the day the detention is served.

If a student has an unexcused absence, chooses not to attend, or forgets to attend his/her assigned detention, the detention time will double. If student does not serve the doubled detention, he/she will be assigned five days at the alternative school.

After School Programs

Pending funding, LEAPs (Lottery for Education Afterschool Programs) is a daily after school program offered to students free of charge. There are forty openings that are filled on an application basis. Applications are sent home and are available in the school office. LEAPs operates on the following schedule which is subject to change:

- 3:30 – 4:30 Snack and Homework Help
- 4:30 – 5:00 Focused Activity and/or Enrichment
- 5:00 – 5:15 Physical Activity and/or AR
- 5:15 – 6:00 Dismissal

Agendas/Planners

Your student will receive an agenda/planner. The first copy of this agenda/planner is furnished to your child at no charge. Should your child need another one, the replacement cost is \$10.00.

Annual Notice to Parents

In compliance with state and federal law, Marion County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the director of Exceptional Education Services at 423-942-3434.

Arrival/Dismissal

Car riders must be dropped off and picked up at the rear of the building in the morning and afternoon. The bus lane will remain open at all times. Children are crossing in front of cars during this time. **It is against Tennessee State Law to pass buses or cars when picking up or dropping off students. Violators will be reported to the police.**

Our front driveway is west to east. In the morning, you need to go to the rear of the building, drop off your student, and exit around the front of the building. **You cannot enter or exit through the Whitwell High School parking lot. That entrance/exit is for buses only during the following times: 6:45 – 8:15 a.m. and 2:15 – 3:30 p.m.** Due to lack of space and interference with bus routes and most importantly, for the safety of your child, Whitwell High School has requested that no students be dropped off at the end of the sidewalk that leads to the front of the high school.

In the afternoon, you must line up your car single file, not blocking the main drive from Valley View Hwy. When you have your child in the car you must circle the front drive and exit onto Valley View Hwy. **No child, other than your own, is allowed to ride home with you without written permission from his/her parents, even if this person is listed on the student's emergency card.** Written permission notes are subject to approval from administration and are to be given to homeroom teachers.

If you do not send a note in the morning with your child, all transportation changes for afternoon must be made in person, by fax, or by emailing wms@mctns.net. No changes will be accepted over the phone.

Please do not come to the school office and ask to pick up your child unless you are signing him/her out of school. Instruction time ends at 3:00. Any student that is checked out before this time will be considered an early dismissal. You must use a doctor/dentist note or parent note, or the dismissal will be UNEXCUSED.

All car riders will be dismissed at the back of the building. The office is very busy at the end of the day and there is not room for parents to wait for their children to come to the office. We recognize that occasionally there may be a circumstance or appointment that requires you to pick up your child in the office at regular dismissal time. **Prior arrangements must be made and approved by administration.** Otherwise, all students are dismissed at the back of the building.

Any student arriving after 7:55 a.m. must report to the office to sign in and receive a tardy slip to be admitted to class. Students arriving late will not be admitted to class without this form.

Unless a student is going to be absent for an extended period of time, please do not call the school office to request work. If your child must be absent for an extended period of time and work is to be sent home, please remember that teachers need ample time to prepare the work. Do not expect teachers or the office to have the work available before the next school day. Due to lack of storage, any work that has not been picked up within two days will be returned to the classroom and will be the responsibility of the student to pick up.

FOR THE SAFETY OF ALL STUDENTS, UNDER NO CIRCUMSTANCE WILL A STUDENT BE ALLOWED TO LEAVE WITH ANYONE WITHOUT PERMISSION FROM THE PARENT/GUARDIAN. ANY PERSON THAT MAY BE PICKING UP YOUR CHILD FROM SCHOOL NEEDS TO BE LISTED ON THE EMERGENCY CARD. It is crucial that the information on the emergency card be kept up-to-date, especially with legal alerts and phone numbers.

When you are picking up your child for the first time, you will be asked to provide your driver's license, which will be scanned and recorded in the Raptor system. This system instantly screens out registered sex offenders from campuses with children while managing custody issues, visitors, students, faculty and volunteers.

Athletics (Middle School Extracurricular Eligibility Policy)

Any student who is going to be participating in any sport must have the proper completed TSSAA physical form from the physician certifying that they are physically able to participate and consent form with appropriate insurance information before they are allowed to begin practice. One physical will cover your child for any sport for one calendar year. Forms are available in the school office or on the website.

To be eligible to participate in 7th & 8th grade sports, a student must not have his/her 15th birthday before August 1st. Sixth grade students must not have the 13th birthday before August 1st.

Athletic contracts will be given to all students and must be signed before students will be allowed to participate. Whitwell Middle School is a member of the Tennessee Secondary Schools Athletic Association (TSSAA) and is under its constitution and bylaws. The coaches will make all decisions about team members and playing time. Their decision is final and will not be overruled by school administrators.

Admission for all athletic events, except tournaments, is: Students \$3.00 and Adults \$5.00. Younger brothers and sisters may not remain at school with older siblings for practice and/or games.

Attendance Policy

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Continued unexcused tardies and/or skipping classes are considered a violation of compulsory attendance and will result in disciplinary action. Unexcused tardies include any late arrival when the student fails to bring an acceptable note upon arriving. **Students not in attendance during the school day are not allowed to participate in after school programs or events.**

GRADES K-12

The building principal may use some discretion in determining excused and unexcused absences. The school office will need approved excused notes turned in and filed to aid the attendance supervisors and in documenting attendance. More than five (5) excused absences for personal illness per eighteen (18) week session shall require a doctor's or dentist's excuse. High Schools function on Tri-Semester; therefore only 3 parent notes will be accepted each Tri-Semester. The following shall be accepted by any certified employee of the Marion County School System as an excuse for absences, tardies, and early dismissal.

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates specified on the note will be excused as medical. If doctor, dentist, or medical notes appear to be excessive, this may result in referral of the student to the Truancy Review Board for further review.
2. Religious observances
3. Death in the immediate family – absence not to exceed three days (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house)
4. Legal (court, attorney, truancy board, etc.)
5. A one day excused absence will be granted for students whose parent or guardian is leaving for active military duty or returning from active military duty
6. Bus problems
7. School-sponsored activities

Absolutely no absence will be excused without a Parent's or Doctor's note. Parent Notes may be sent by email (wms@mctns.net) as long as parent/guardian's contact information is included:

1. Parent notes will include: name of student, the current date, date of student's absence, reason for absence, and parent/guardian's signature. Parent notes do not automatically excuse the absence for the student.
2. A written excuse from a doctor, dentist, or other medical professional must have the following: the date and time of the appointment must be specified. Only dates specified on the note will be excused as medical. Only doctor's excuses for diagnoses and treatment of illnesses within the area of the doctor's certification will be accepted. Students who have office visits not involving an illness (ex. tests, physicals, visits to the dentist, or health department) are expected to return to school and will be excused for reasonable travel time.
3. If parent notes, doctor, dentist, or other medical professional notes appear to be excessive, this may result in referral of the student to the Truancy Review Board for further review.
4. Because there are scheduled breaks throughout the school year, i.e. fall break, spring break, and Christmas break, family vacations and skip days will not be excused.

A STUDENT HAS A MAXIMUM OF THREE (3) DAYS TO TURN IN HIS/HER WRITTEN EXCUSE UPON RETURNING TO SCHOOL.

The school attendance clerk shall report to the attendance supervisor the names of all children who have withdrawn from school, or who have been absent two (2) unexcused absences. The attendance clerk at each school shall be responsible for the mailing of notices to students' parent (s) or guardian(s) after two (2) aggregate days.

Additional notices will be sent after each successive accumulation of five (5) unexcused absences. The attendance officer will check each school weekly on a regularly scheduled basis. The attendance officer will refer the child to the Family Resource Center or other agency for assistance.

The student shall be required to make up missed work through attendance at before and after school programs and Saturday schools as specified by the classroom teacher. It is the student's responsibility to collect and return missed work within three (3) days of his/her return. Failure to complete missed assignments shall constitute a zero for the assignment. Students who have unexcused absences forfeit the right to receive make-up work. Students may be retained after ten (10) unexcused absences. No credit is defined on a numerical grading scale as sixty-nine (69).

Attendance Review Board: The Director of Attendance will appoint an Attendance Review Board to hear appeals and shall serve as Chairman of the Board. The Review Board will consist of not more than five (5) persons comprised of administrators, teachers, and counselors. The chairman may initially appoint more than five persons so that a panel of five can be convened from the appointees whenever appeals arise. Students have the right to appeal loss of credit. They must petition the Attendance Review Board in writing with a parent/guardian signature. These appeals shall be sent to the attendance supervisor stating the specific grounds for appeal. All appeals shall be filed not later than five (5) calendar days after the contested absences(s). The Review Board shall meet as required. After hearing the appeal, the Review Board shall issue a written decision to the parent/ guardians of the student within seven (7) days of the hearing. Decisions of the Review Board shall be final and shall not be appealed to the Board of Education unless a majority of the membership of that Board votes to hear the appeal. Homebound teachers will be available upon completion of proper forms and shall apply only if duration is for more than ten (10) consecutive days. All 504 cases will be handled on an individual basis.

Truancy Board: There shall be a Truancy Board established in each school to determine the disposition of cases involving five (5) unexcused absences or six (6) tardies. The Truancy Board shall consist of at least three (3) and not more than five (5) certified individuals as appointed by the attendance supervisor. The attendance supervisor shall serve on the Truancy Board. The Truancy Board shall request the parent or guardian, along with the student, to come before it in order to resolve the problem of unexcused absences prior to the student being denied course credit or referral to the juvenile court. It is preferable to work with parents to insure the child's regular school attendance rather than to file arrest warrants against parents for contributing to the unruly conduct of dependency and neglect of their minor child resulting from school absences. The Truancy Board shall have the authority to cite the parents and/or refer the parent and students to juvenile court for disposition that may result in a fine of up to fifty dollars (\$50) and or imprisonment of up to thirty (30) days for each offense. The decision of the Truancy Board shall be final.

EXCUSED ABSENCES

A written excuse will be requested from the parent or guardian when a student is absent or tardy. Students are allowed to provide 5 parent notes for absences. These notes may cover up to 3 consecutive days missed. After 5 parent notes are used, students must provide a signed doctor's note in order for absences to be excused. The written statement explaining the absences must be signed and dated by the parent/guardian and given to the homeroom teacher. The note should be filed on the first day the student returns and no later than three (3) days.

EXCESSIVE ABSENCES

The State School Compulsory Attendance Law, Tenn. Code Ann. 49-6-3006, requires the school system to file a juvenile truancy petition once a student accrues 5 unexcused absences from school.

EARLY DISMISSALS

Students who plan to leave school before the end of the school day must bring a note from their parent/guardian with the reason and time for the early dismissal stated in the note. The note should be given to the secretary in the main office. Students will remain in their classroom until a parent/guardian comes into the office to sign them out. The school must be notified in writing if a parent designee is to

pick up your child. If student's school contacts a Parent/guardian to pick-up a student before the end of the school day, the early dismissal will be recorded by the school as an excused early dismissal.

Faxed doctor notes will be accepted at any time. It is parent/guardian's responsibility to make sure school receives fax.

PERFECT ATTENDANCE

Students with perfect attendance for the year will receive a certificate with their final report card. Perfect attendance means being present every minute of every day. Students with excused absences, early dismissals, or tardies do not have perfect attendance.

TARDINESS

Tardiness is a part of attendance. Be in class on time! When students are tardy to school, they will: (1) sign in, (2) get an admit slip to class, and (3) report directly to their assigned area. A student is to be considered tardy if he/she is not in the classroom with textbooks and required materials with which to work when the class begins.

SCHOOL CLOSING & SEVERE WEATHER

Announcements concerning the closing of schools in Marion County due to inclement weather will be made on local radio and TV stations. WMS will also send a text message. Also the "School Messenger," an automated phone system, will call or email all students in case of an emergency closing. Please listen to these radio and television stations and do not call the school. We will need to keep the lines free for emergency use. Parents and students should have a plan for early dismissal from school due to weather conditions. These emergency plans will be followed in the event of an early dismissal.

MAKE-UP WORK PERTAINING TO ABSENCES

When a student's absence is excused, he/she will be allowed to make up missed work. It is the student's responsibility to consult with teachers to obtain missed work. All make up work for full credit is due at least three (3) days after returning. Students are expected to take announced tests or quizzes given during an absence on the day they return to school. Note: pre-assigned papers, projects, and other such assignments are not classified as make-up work.

Assemblies

Periodically school assemblies are held in the gymnasium or the auditorium. There may be a cost to attend an assembly, which will be determined by the nature of the event. During the assembly, all students are responsible for abiding by all school procedures and guidelines. Failure to abide by these procedures and guidelines will result in the students being asked to leave the assembly and/or a discipline referral.

Behavior Plans and Discipline Consequences

Each teacher and grade level is responsible for creating class guidelines. These guidelines will be posted and there will be both positive and negative consequences. Your child's homeroom teacher will send home a copy of these guidelines at the beginning of each school year for your review and signature.

When students are sent to the office, a variety of consequences may be enforced which include, but are not limited to, the following: a) note home b) administration meets with student c) mandatory parent conference, d) after-school detention e) paddling (If the need arises, a parent/guardian will be contacted for permission.) f) loss of privileges or g) alternative school.

Documentation of classroom discipline action will be maintained by the teacher. **All school personnel have the right and the responsibility to enforce school rules.** No individual's actions will be allowed to interfere with the rights of students to learn and of teachers to teach. School rules of behavior will also apply when students are attending or participating in extracurricular activities.

School sponsored activities include field trips, athletic contests, tournaments, conventions, academic competitions, home or away social activities, workshops, and any other related functions recognized by the school which are held on or off the campus. Each student who participates or attends is a representative of Marion County Schools and will conduct himself/herself as such. Students who violate regulations at these activities are subject to disciplinary action as defined in the Student Code of Conduct.

A student who is **servicing IN SCHOOL SUSPENSION, OUT OF SCHOOL SUSPENSION, OR ALTERNATIVE SCHOOL MAY NOT ATTEND OR PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITY ON ANY DAY THAT HE/SHE IS ON SUSPENSION.** Students who have an unexcused absence on the day of an after school event or students whose AR requirements have not been met are not allowed attend the event.

Bullying/Hazing/Harassment Policy (Marion County Board Policy)
2016

Updated

The Marion County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct 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. Building administrators are responsible for educating and training their respective staff at the beginning of each school year as to the definition and recognition of violations of this policy, as well as strategies to address known violations. Also schools are to annually make available to students and parents information relative to bullying prevention.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;

- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Bullying/harassment of a student with a disability could constitute discrimination and violation of federal law and is prohibited. (IDEA, Section 504, ADA)

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles. Cyberbullying is a violation of TN law and charges may be filed when violated.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy, to a school administrator. Written complaints may be requested. While reports may be made anonymously, 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 actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

Bullying/Hazing/Harassment Policy (Whitwell Middle School)

Updated

2016

One of the greatest lessons students and athletes take away from school and sports is the experience of being in an environment where individuals and staff members support one another. Actions that demean, or intimidate others, either physically or emotionally, can affect performance in the classroom and on the field. If you suspect bullying, hazing, or harassment has occurred, or might occur, students are expected to talk with one of your coaches, a parent or guardian, a teacher, school counselor, athletic director, or school administrator.

Examples and exceptions of behaviors are listed below, but this is not an exclusive list.

BULLYING Definition

Bullying is an **intentional, persistent and repeated pattern** of committing or willfully tolerating physical and non-physical behavior that is intended, or has the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted student(s) as a condition of membership. It includes any act or conduct described as bullying under federal or state law.

Examples of Bullying

Physical behavior

- Hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an individual
- Throwing at, or hitting an individual with, objects

Verbal and emotional behavior

- Teasing, ridiculing, intimidating
- Spreading rumors or making false statements
- Using electronic communications, social media, or other technology

Exceptions

Bullying does not include group or team behavior designed to establish normative team behavior or promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and push through a difficult training regimen.

HAZING Definition

Hazing involves coercing, requiring, forcing, or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for joining a group or being socially accepted by a group's members. It includes any act or conduct described as hazing under federal or state law. Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

Examples of Hazing

- Requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- Tying, taping or otherwise physically restraining an athlete
- Sexual simulations or sexual acts of any nature
- Sleep deprivation, unnecessary schedule disruption or the withholding of water and/or food

- Social actions (e.g., grossly inappropriate or provocative clothing) or public displays (e.g., public nudity) that are illegal or meant to draw ridicule
- Beating, paddling or other forms of physical assault
- Excessive training requirements that single out individuals

Exceptions

Hazing does not include group or team activities that are meant to establish normative team behavior or promote team cohesion. Examples include:

- Allowing junior athletes to carry senior athletes' equipment into the locker room after practice
- Encouraging junior athletes to arrive early and set up training equipment
- Giving senior athletes first preference in team assignments, responsibilities, accommodations, facilities or equipment

HARASSMENT Definition

Harassment is a **repeated** pattern of physical and/or non-physical behavior intended to cause fear, humiliation or annoyance, offend or degrade, create a hostile environment; or reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability. It includes an act or conduct described as harassment under federal or state law.

Examples of Harassment

Physical offenses

- Hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant.
- Throwing at, or hitting an athlete with objects

Non-physical offenses

- Making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color or ethnic traits
- Displaying offensive materials, gestures, or symbols
- Withholding or reducing an athlete's playing time based on his or her sexual orientation
- Using electronic communications, social media, or other technology

ANY BULLYING, HAZING, OR HARASSMENT should be **IMMEDIATELY** reported to a staff member **AND** school administration. He/she will be asked to complete a **Whitwell Middle School Bullying/Hazing/Harassment Concern Report**. Reports are available from any teacher and also are available in the school office.

Bus Rules for Marion County Schools

Rule 6, Rules and Regulations, formulated by the State Board of Education: "A pupil shall become ineligible for pupil transportation when his or her behavior is such as to cause dissension on a school bus, or when student disobeys state or local rules and regulations pertaining to pupil transportation."

1. Be on time at the designated school bus stop. Be at the bus stop prior to the bus arriving. This helps keep the bus on schedule.

2. Do not stand or play in roadway while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter or leave the bus. Observe the ten (10) feet rule around the bus.
4. Do not, at any time, extend arm, head, or any part of the body out of the bus window.
5. Do not leave your seat or move about while the bus is in motion.
6. No loud talking or yelling that could divert the driver's attention from operating the bus. Be absolutely quiet when approaching or crossing a railroad track or traveling up and down a mountain. No talking may be used at driver's discretion at any time.
7. No profane or immoral language, smoking or use of tobacco, drugs, or intoxicating beverages in any form or any improper conduct will be tolerated.
8. Keep books, packages, coats, and all other objects out of the aisles
 - a. Do not, at any time, throw any object on the bus or throw anything out of the bus windows.
9. Do not, in any way, damage seats or anything inside of bus. Person(s) responsible for damage of any kind to bus will be made to pay for cost of repairs and bus privileges will be denied. Student(s) will be held responsible for actual replacement repair cost in addition to other discipline actions. Writing or marking on seats has a cost of \$25.00. If marks or writing does not come off, then \$75.00 replacement cost will be charged to the student and bus service denied in accordance with School District disciplinary actions. Cutting of seats is an automatic \$75.00 replacement charge. Student will not be allowed back on bus until damage is paid in full or a payment plan is implemented. Students are responsible for the seat in which they are sitting.
10. Pupils must obey the driver at all times and the bus driver has the authority to assign seats to pupils.
11. Pupils must not cross the road in back of the bus. Always cross in front of bus. If you cross the street, loading and unloading, wait for the driver's signal and cross well in front of the bus.
12. In case of a road emergency, remain in the bus until instructions are given by the driver.
13. No eating or drinking permitted while on the bus. No chewing gum.
14. Fighting is a major offense which will result in immediate removal from the bus.
15. Any other actions that disrupt the normal procedures of bus transportation or could result in any accident.
16. Cell Phones are not to be out or used at any time, unless Driver has granted permission for an emergency. Buses will also follow current cell phone policy.
17. Students placed in Alternative School are denied bus privileges, unless transportation supervisor gives approval for modified service.

Disciplinary Actions: Minor Offenses

- A. 1st Time: Bus driver talks to child about misbehavior
- B. 2nd Time: Bus driver sends Bus Conduct Report home with student to the parent(s)/guardian(s), and copy to Central Office.
- C. 3rd Time: The Bus Driver will complete bus conduct report and the principal suspends student from the bus 5 days.
- D. 4th Time: The Bus Driver will complete bus conduct report and the principal suspends student from bus for ten (10) days.
- E. 5th Time: The Bus Driver will complete bus conduct report and the principal suspends student from the bus until parent/guardian request a DHA Hearing with the Marion County Schools Transportation Office. The number is 423-942-0945 Ext: 110. DHA Members will reconsider future bus privileges.

Director of Transportation will not be a voting member of the DHA Committee nor Chair the Meeting, but will be there to support driver and Contractor.

Major Offenses:

Rules #7, 8a, 9, 14, and 15 (with 15 being at the discretion of the principal)

- A. 1st Time: The Bus Driver will complete bus conduct report and the principal suspends student from bus 5 days.
- B. 2nd Time: The Bus Driver will complete bus conduct report and the principal suspends student from bus ten (10) days.
- C. 3rd Time: The Bus Driver will complete bus conduct report and the principal suspends student from the bus until parent/guardian request a DHA Hearing with the Marion County Schools Transportation Office. The number is 423-942-0945 Ext: 110. DHA Members will reconsider future bus privileges. Director of Transportation will not be a voting member of the DHA Committee nor Chair the Meeting, but will be there to support driver and Contractor.

Once the discipline report is signed by principal, student will be off bus and have to contact the parent/guardian for transportation home at the end of the school day.

NOTE: Any student denied bus privileges will be denied privileges on all other buses. Students placed in Alternative School are denied bus privileges, unless Transportation Director gives approval for modified service.

Cheating

Updated

2016

Cheating shall be defined as one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, composition, quiz, homework, book report, or term paper.
3. To plagiarize: plagiarism means using another person's idea, expression, or words without giving the original author credit.
4. To prepare for cheating in advance. Such actions involve: (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, and (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher such as no talking, no turning around in seat, raise hand to ask questions, etc.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will give the student a zero ("0"). The student may also be sent to the office and be subject to school discipline.

Chewing Gum

Updated

2016

Due to the damage caused to furniture, floors, and plumbing by thoughtless users, **chewing gum is not permitted at WMS. This includes bus and car duty.** Students found with gum will be assigned an automatic five page report. If the five page report is not completed by the next school day, it will double to ten pages. Students who continue to violate this policy will receive additional punishment.

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878 Toll-free: 1-800-835-7077

Fax: 615-248-5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

East Tennessee:

(423) 639-2464

karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South

Nashville, Tennessee 37212

1-800-287-9636 (Toll free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

East Tennessee:

(Knoxville Area)

Telephone: 865-609-2490

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services -Disability Pathfinder Database:

<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit." This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Child Custody/Parental Access

2016

Updated

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

1. 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
2. The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

Chromebook Use Policy **2016**

Updated

Teachers again this year will integrate technology into each classroom for instruction, assignments, projects, research and assessment. For this purpose, each student will be issued a Chromebook device. These devices are owned by the Marion County School System.

To receive and to be issued a district owned device, the parent/guardian will review and sign this policy acknowledging the acceptance of all terms within. The parent/guardian must also talk to the child about the importance of the policy. The MCDOE Internet use policy should also be reviewed. It can be found on pages 35-36 of this handbook. You will also be given this information in a separate document that requires student and parent signatures.

Chromebooks will be distributed at school each day and then returned. Students are responsible for the care of the devices until they are returned at day's end.

Care and Control of the Device

The device to be issued is an educational tool and should be used in that capacity. Each day that the student is issued the device, the student is responsible for the device at all times. Students/parents are responsible for all items assigned to them at the school level. **The school will require restitution of property value or damages where appropriate.**

Required Replacement Charges

Replace Damaged Chromebook - \$ 175.00

Replace Screen-\$ 90.00

Replace Keyboard/touchpad--\$ 52.00

The device should always be in possession of the students to whom it is assigned or locked in a secure location at all times and not left unattended. Failure or refusal to take proper care of the device or the deliberate destruction of the device will result in disciplinary action and/or restitution.

Permitted Use of the Device

Marion County Schools Internet Policies and Procedures will be strictly enforced when accessing the Internet from the Chromebook or any other school owned device or device used on school property. Students who circumvent the the filtering process will be in violation of school board policy. Violation of these policies may result in disciplinary action.

In order to shield students from inappropriate content and to safeguard school property, filtering software is used by the school's internet. *The software, though, may not shield the students from everything as there are always images that the filter may not recognize as inappropriate.*

All devices will also be monitored by the teachers and administration using the GoGuardian program. Student accounts are monitored all day, each day. Should an inappropriate search term be recognized, students will be notified and warned. Should the behavior occur again, the student will face disciplinary charges. Disciplinary actions may include revocation/ suspension of the account/device.

Computer/Network Rules and Guidelines

- Marion County Schools acceptable use policies and procedure shall be followed at all times.
- Marion County Schools maintain administrative control of the device and the district's technology infrastructure. At any time, a teacher, or MCBOE employee may access any information on the student Chromebook including email and Internet history. A student has no privacy interest of any expectation of privacy in the device.
- Students should not reveal your full name, phone number, home address, social security number, or passwords to other people.
- The student is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- If a student is harassed in any way, via the device, a teacher or administrator should be notified immediately.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and report to teacher.
- Student email should be used for appropriate, legitimate, and educational purposes.
- Access to any unreported sites, involvement in online harassment or other violation of MCBOE rules or policy will result in parent/guardian notification, school discipline, and /or criminal prosecution.
- If a device is damaged or is otherwise not in proper working order, the student shall not attempt to repair the device nor attempt to clean it with anything other than a dry cloth. Instead, the student should immediately notify the teacher of the issue. The teacher, in turn, will notify the principal.

- Students are to use only the device checked out to him/her. Use of devices issued to another student is prohibited.

General Guidelines

- Chromebooks have a Marion County and/or a Title I asset tag on them. This/these tags must not be altered in any way or removed. If tag(s) are removed, disciplinary action will result.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords and cables must be inserted carefully into the Chromebook to avoid damage.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Background images, etc. must be appropriate for middle school students. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by WMS staff will result in disciplinary action. Teachers may require subject specific background images.
- Do not share your password with others. Your teacher can reset password if necessary.

Carrying Guidelines

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- NEVER move a Chromebook by lifting from the screen. Support the Chromebook from its bottom with the lid closed.

Screen Care

Chromebook screens can be easily damaged. Screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of a Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, etc.)

Account Access and Saving Digital Work

- Students will only be able to use their whitwellmiddleschool.org email account.
- When logging in, students need to make sure that they are not in guest mode or Chrome Extensions will not be available.
- Google Apps for Education is a suite of products which includes gmail, calendar, sites, word processing, presentations, drawing, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other students, and store documents in the Google Cloud. Google documents and files can be accessed from anywhere with a wireless connection.
- Prior to leaving the school, students that want to save any work need to use Google Takeout to transfer any work to a personal gmail account.

Classroom Assignment of Students

Students will be placed in a classroom that best meets his/her academic and/or social needs. These groups are subject to change based on student progress. Please do not request that your child be moved

from one classroom to another unless you can provide appropriate documentation that supports this request.

Code of Conduct for Marion County Board of Education

Updated

2016

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons.

Student offenses are in four categories as prescribed in Board policy. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below unless directed by the Board.

CATEGORY I

Offenses to be administered by the school that may result in detention, loss of privilege, demerits, corporal punishment or suspension due to severity of incident.

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading, instruction, etc.)
4. Minor violations of school or classroom rules
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, profanity, disorderly conduct, and no regard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school.
7. Unauthorized use of copying machine, computer, phones, or printers.
8. Loitering (no student should remain at school beyond last bus departure)
9. Inappropriate public display of affection
10. Open food or drink in school without permission

CATEGORY II

Offenses that may result in suspension or referral outside the school. *** If any student is placed in TSS or is in OSS he/she will not be allowed to participate in any school function including field trips, athletic practices or contests.

First Time Category II Offense: 5 days suspension

Second Time Category II Offense: 10 days suspension

Third Time Category II Offense: Referral to Board of Education for expulsion

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff/peer
4. Harassment (verbal or physical)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form
7. Use or possession of any incendiary device (i.e. lighter, matches)

8. Insubordination (not following a directive from a teacher, administrator or other school system employee)
9. Leaving school grounds or class without permission—including lunch period
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Failure to provide correct identity/address
13. Dishonesty (copying, cheating, forging signatures, etc.)
14. Misuse/destruction of school property
15. Extortion
16. Sexual misconduct (policy 6.304)
17. Participation in school disruption
18. Receipt, sale, possession or distribution of stolen property (reported to legal authorities)
19. Trespassing on school property
20. Prescription drug policy violation
21. Unauthorized possession or use of school keys
22. Gambling (i.e. pitching pennies, dice or other activity)
23. Computer hacking or tampering
24. Stealing (may be reported to the police)
25. Bullying, threatening, hazing or intimidating behavior
26. Defiance
27. Possession of a laser pointer

CATEGORY III

Offenses in this category are not automatically considered zero tolerance but will be treated as such by the principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible
2. Possession or detonation of an incendiary or explosive material (firecracker or greater as well as stink/smoke bombs, poppers, etc.)
3. Destruction of school property
4. Sexual harassment (as defined in policy 6.304)
5. Inciting disruption of school activities (i.e. stopping normal proceedings in school)
6. Repeated violation of school rules.
7. Verbal or physical assault of a student/employee

CATEGORY IV

There shall be zero tolerance for the following offenses and these offenses shall be reported to the director of schools and the Board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol and/or other drugs (shall be reported to law enforcement)
2. Possession/sale/distribution of drug paraphernalia (including rolling papers)
3. Arson
4. Bomb threat
5. Possession/sale/use or distribution of alcohol, illegal drugs or controlled substances
6. Possession and/or use of weapons or any instrument used as a weapon to injure someone intentionally or any instrument or toy intended to be a weapon

7. Indecent exposure which includes wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
8. Battery on a school employee

Clubs and Organizations

The following are clubs that may be offered to students at various grade levels. Additional information may be obtained from your child's teacher or the school website.

FCA, 4 – H, Beta/Honors Club, Chorus, Glee Club, Science Olympiad

NOTE: The music programs at WMS are considered extracurricular programs. If your child is a member of one of these groups and fails to attend a performance, unless they have a doctor's note stating they will be unable to attend, they will not be allowed to participate in further activities scheduled by the group. As with all extracurricular activities, your child must be in school at least a half of the day to participate in an evening performance. Members must notify the director by 8 a.m. the day of the performance if they cannot attend that evening.

Curriculum/Related Arts

Whitwell Middle School closely adheres to the Tennessee state curriculum standards and is making the transition to common core standards. These standards can be accessed at www.state.tn.us/education and are also available on the school website.

All students attend a regularly scheduled related arts classes including, but not limited to guidance, library, chorus, band, and music.

Delivery of Student Gifts

Because it is disruptive to the learning process, NO GIFTS MAY BE DELIVERED TO OR LEFT AT SCHOOL.

Dress Code

(1) Rationale

The principals, designated by the Board of Education as the educational leaders of Marion County Schools are generally responsible for the attitude, manners, and conduct of the students and staff. Therefore, the principal, subject to confirmation by the Director of Schools and the Board of Education, has specific authority to determine a standard of dress and good grooming that will be compatible with a wholesome school situation.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in conformity with the accepted standards of the community; and to contribute in such manner to the academic atmosphere and not detract from it. No attempt will be made to dictate fashion styles as long as they are in keeping with Marion County Schools' policies. It should be noted, however, that it is the responsibility of the student and parent to adhere to the Dress Code. The Administrators of the Marion County Schools shall have the right to appraise any current fashion or fad and determine whether or not it is appropriate for school. Fashions that the principal deems a distraction to the educational process will not be allowed. In matters of opinion, the judgment of administrators will stand. In order to provide a safe and secure school, strengthen the educational focus, and establish an orderly learning

environment while preparing students for success in the professional work place, students, parents and faculty at Marion County Schools have established the following standards for student dress and appearance.

(2) General Information

Students are expected to adhere to dress code at all times while on campus during regular school hours. The school staff will correct any fixable violations, with repeated violations possibly carrying disciplinary consequences. If a student arrives at school and cannot comply with the dress code, he/she will not be allowed to attend classes. The student will be isolated and a parent called to bring appropriate clothing. If there is a question regarding a questionable item, please obtain clarification from the school administration before wearing the item.

(3) All Apparel:

- Must be size appropriate, and free from holes, rips, tears, cuts, or frayed hems.
- No article of clothing may be worn which implies or otherwise promotes alcohol, sex, tobacco, drugs, violence, gangs, racial or offensive language. This includes belt buckles and jewelry
- Extraneous zippers, metal studs, or dangling cloth strips are forbidden.
- Any item bearing the logo of any school other than the school the student attends is strictly forbidden. College, military or professional sports team logos are acceptable.
- Solids and patterns are permitted.
- No undergarments should be visible at any time.
- Shirts must be tucked in at all times. This does not include pullovers, hoodies, or jerseys.

(4) Bottom Wear:

- Pants must be securely fastened about the waist and made of cotton, cotton/polyester, twill or denim.
- Shorts must be "Bermuda" length and skirts must be knee length.
- Belts must be worn closed and fastened.
- Slacks, shorts or skirts will be worn at or above the hip point and be able to stay up without a belt; NO undergarments are to be visible at any time.
- Belts must be leather or fabric and must have a plain buckle.
- Unacceptable items include (but are not limited to): gym shorts, tights or leggings (worn as pants), yoga pants, sweat pants, jogging pants, nylon, spandex, and tight stretch pants.

(5) Dresses and Skirts

- For female students, dresses or skirts are acceptable if they meet the guidelines for top/bottom wear.
- Dresses or blouse must have sleeves, no slender straps or tanks.

(6) Shirts:

- Shirts must have sleeves, cover midriff area, and have a modest neckline. Any style or pattern is acceptable as long as it is modest and appropriate.
- Unacceptable items include, but are not limited to: items with a low neckline, made of see-through material, shirts with cutouts, or jerseys unless issued by school.
- Shirts must be worn under team jerseys.

(7) Shoes

- Shoes must be worn at all times. House shoes or slippers are not allowed. Shoes must have a back or heel strap no flip flops.

(8) Coats/Jackets

- Lightweight jackets including sweaters, vests, sweatshirts, or raincoats are permitted.
- No long or trench coats are allowed no exceptions.
- Coats are not permitted to be worn in the school building (exception: when entering or leaving the building or when there is a defect in the heating system)
- Coats are defined as items that are normally associated with outdoor wear and/or worn over indoor clothing for protection from outside elements.

(9) Accessories

- Headwear is not to be worn by any student while in the school building.This includes hats, ball caps, wool hats, beanies, bandanas, do-rags and skull caps.
- Body piercing (except for the ear) that is visible is strictly prohibited. (no brow, lip, or nose piercings)
- Gauges/industrials are not permitted in ears or any other area.
- Large, long and/or heavy chains, studded or chained accessories are prohibited including wallet or belt chains.
- Sunglasses indoors are prohibited

(10) Special Situations

If a student cannot comply with the standardized dress code based on religious belief, vertical disability or by the request of a doctor, a parent or guardian may write a letter explaining the situation to the principal with a copy to the Director of Schools. Each case will be evaluated on an individual case by case basis and if the parents and student are not satisfied an appeal may be sent to the Director of Schools.

Early Dismissal or School Closing

Updated

2016

In case of early dismissal, every effort will be made to notify parents in a timely manner. Information will be sent via text message, Twitter, and also posted on the school website. In the front of this handbook, there are QR codes that you can scan for Twitter, Remind, Facebook, and the school website.

When there is a possibility that school will be canceled or delayed please stay tuned to local radio and TV stations.

Emergency/Medical/Hazards

Fire drills and other multi-hazard safety drills will be held periodically during the school year. The signal for multi-hazard drills will be announced on the public address system, originating from the principal's office. After the announcement, everyone should follow the appropriate drill instructions.

When the signal for multi-hazard drill is given, all work is to cease. In the case of a fire or evacuation drill, lights are to be turned off, and students are to leave the room in a quiet, orderly manner through the classroom outside exit door, or other nearest exit. All personnel and students are to move at least 100 feet from the building and remain in place until the signal is sounded for return to the building.

Multi-hazard drills are necessary safety precautions for the welfare of everyone. During the drills, everyone is to leave the building and assist in an efficient execution of the drill. Instructions for multi-hazard safety drills will be issued by the principal and members of the school multi-hazard safety team.

Family Educational Rights and Privacy Act (FERPA)

Updated

2016

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Marion County school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Marion County school district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Marion County school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, 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 (ESEA) 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.¹

If you do not want Marion County school district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the last Friday in August. The Marion County school district has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

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

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

No information about students will be discussed or released over the phone. This includes, but is not limited to, attendance records, report cards, progress reports, custody, and personal information. This information will have to be obtained in person, through law enforcement, or through court services (lawyer, judges, etc.).

If you are allowed to request student information, you will be provided a Records Request Form to complete. Requests for information will try to be completed when you complete the form, but may take 1 - 2 days, depending on the workload of office staff.

Family Involvement and Engagement Plan

WMS is fortunate to have a school-based family engagement coordinator. This person is responsible for planning and conducting parent involvement activities. Each grade level also is responsible for one family involvement activity each school year.

Additional family involvement activities will be offered throughout the year. Information will be sent home and will also be posted on the school website, Facebook, and Twitter.

Whitwell Middle School Family/Community Engagement Plan **2016**

Updated

Under the Federal Projects Director, with the assistance of the Family/Community Engagement Coordinators, the school system shall plan, design, and implement the Title I program which includes the following:

- Parent input into the planning, design and implementation of the Title I program;
- Meaningful consultation of parents in planning, design and implementation of the Title I program;
- Activities and procedures for the involvement of parents that are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the Whitwell Middle School shall:

I. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about Title I.

- In the fall, all parents will be invited to attend the annual meeting.
- Parents will be a part of the Family/Community Advisory Council. WMS invites parents, teachers, and community leaders to become members of the Family/Community Advisory Council. This council meets at least once in the fall and at least once in the spring to determine what action needs to be taken, if any, to increase parental and community participation. The council will be informed of the Title I program.
- Parents and community members will be included on the School Improvement Planning Committee.
- Parents will be surveyed in the fall to give input into the school year's family/community workshops.
- Whitwell Middle School's Open House/Parent Orientation (annual meeting) will be planned at the beginning of the school year where parents will be informed of policies, procedures, and parent activities being planned for the school year.

- Whitwell Middle School has a Family/Community Coordinator who plans programs, activities, and procedures with consultation with parents.

II. Offer a flexible number of meetings:

- A parent survey will be sent in the fall pertaining to parent workshops. This survey will also ask the parents for the best possible or convenient times for meetings.

III. Involve parents in an organized, ongoing and timely way in the planning and improvement of the Title I program and school level parent involvement plan.

- Parents will be invited to attend meetings to offer suggestions and planning of the school year.
- Parents will be asked to evaluate Title I activities.
- Parents will be part of the Advisory Committee.
- Parents will be surveyed in the fall to give input into the year's activities.
- Parents will evaluate the program in the spring.
- At the conclusion of each workshop, parents will be given the opportunity to evaluate the workshop and make comments for improvement.
- A Home/School compact (Parent Partnership Promise) will be developed jointly with parents during the Family/Community Advisory Council meetings in the fall and spring.
- The Family/Community Engagement Plan will be developed jointly with parents during the Family/Community Advisory Council meetings in the fall and spring.

IV. Provide parents with timely information about the program:

- The WMS Family/Community Coordinator will send flyers by each student to the home concerning upcoming parent workshops and events.
- The WMS Family/Community Coordinator will send information of parent workshops and upcoming events via text message and information will also be posted on the school website.
- General information for the parent and community will be posted to the Whitwell Middle School (www.whitwellmiddleschool.org) website, i.e. school schedules, sports schedules, etc.

A. School Performance:

- Whitwell Middle School will submit the School Report Card to the Family/Community Advisory Council. This information will also be available on the Marion County Schools' website in the fall when it becomes available.

B. Individual Assessment:

- Each student's achievement scores will be sent home along with a booklet that shows the parent how to read these scores.
- Mid-Nine Weeks Progress Reports will be sent home in addition to the regular Progress Reports sent home at the end of every nine weeks.
- Accelerated Reader Progress reports are available upon request each nine weeks.
- Benchmark reports are available.
- WMS report cards will show the student's attendance report every nine weeks.

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.

C. Timely responses to parents' suggestions:

- Parent comments will be submitted with the school plan to the State Department of Education.
- Whitwell Middle School shall submit any unsatisfactory parent comments, if any, when the school submits the TSIPP Plan to the State Department of Education.

- Whitwell Middle School will provide a copy of the TSIPP in the library for parents to view and make comments.

V. Provide parent-teacher conferences at the middle schools, at least annually during which the compact is discussed as it relates to the individual child's performance.

- WMS teachers will have conferences by appointment with parents concerning the student's progress immediately before or after school or during the teacher's planning time in order to be more flexible to the parents' work schedules. Two scheduled conferences are built in to the school calendar that provides a time from 3:15 P.M. until 6:15 P.M. to accommodate parents. The compact can be used as a guide for the student, teacher, and parent during these conferences.

VI. Provide frequent reports to parents on their child's progress.

- Mid-Nine Weeks Progress Reports will be sent home in addition to the regular progress reports sent home at the end of every nine weeks.
- Accelerated Reader Progress Reports are available upon request each nine weeks.
- WMS report cards will show the student's attendance report every nine weeks.

VII. Provide to parents reasonable access to staff and opportunities to volunteer at extracurricular activities.

- The WMS Family/Community Coordinator will send flyers home asking for parent volunteers.

VIII. Provide to parents, who so desire, assistance in understanding such areas as, National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.

- The skills and objectives for each subject area for each nine weeks are available upon request by the parent.
- The State Performance Indicators (subject area standards) are available through the Marion County Schools' Website. (www.marionschools.org) and the WMS website (www.whitwellmiddleschool.org)
- Each student's achievement scores will be sent home along with a booklet that shows the parent how to read these scores.

IX. Provide help to parents in working with educators to improve the performance of their children.

- Tutoring may be provided to students through extended contracts, pending funding.
- Each WMS student will receive one free planner to help organize homework assignments.
- Teachers will use the planners to communicate with the parent daily and/or weekly.
- Parents will sign Accelerated Reader Logs nightly in working with the reading teacher to help improve the reading performance of their children.

X. Provide help to parents in learning how to participate in decisions relating to the education of their children.

- WMS will provide meetings with incoming fifth graders and parents to make the transition from Whitwell Elementary School to Whitwell Middle School much easier for both parent and child. Whitwell Middle School will plan other activities for the student to ease this transition.
- High school programs of study and graduation requirements will be reviewed by the WMS counselor for eighth grade students in order to prepare them for their transition to WHS.

XI. Provide materials and training for parents.

- Whitwell Middle School will conduct at least four Family/Community Workshops per year with input from parents and family through surveys. Flyers will be sent home with the student to the

parent informing the family when these workshops are available. The information will also be sent via text message and will be posted on the school website.

- WMS will provide access to the Tennessee Electronic Library on the school website (www.whitwellmiddleschool.org) to find information in magazines and newspapers if they or their child needs to do research.
- The information that a parent has the right to access their children's official records is available in each student's Whitwell Middle School planner.

XII. Coordinate and integrate parent involvement programs and activities with Head Start.

- Not applicable

XIII. Develop appropriate roles and encourage the formation of partnership for the local businesses and schools.

- WMS invites community leaders and businesses to attend the Parent/Community Advisory Council in order to help make decisions.

XIV. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues that are designed to help parents become full partners in the education of their children.

- Whitwell Middle School will conduct at least four Family/Community Workshops per year with input from parents and family through surveys. Flyers will be sent home with the student to the parent informing the family when these workshops are available. The information will also be sent via text message and will also be posted on the school website.

XV. Ensure, to the extent possible, that information to school and parent programs, meetings, and other activities is sent in a language parents can understand.

- Whitwell Middle School uses the SISTRAN software that translates any information needed when communicating with parents with limited English proficiency.
- Whitwell Middle School will work with the Marion County ESL Coordinator to provide services for ESL students.
- The Marion County School System provides School Messenger or a "calling tree" for the teachers and school to send pertinent information to all the parents via phone messages of upcoming events. The School Messenger can adapt the message into Spanish, if need be.
- Parents can also sign up for free text messages by sending a text to **484-652-8266** with the message **@wmsstu** in the subject line.

XVI. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled.

- The principal and staff will work with the district's Homeless Liaison to identify homeless students.
- The school will adhere to the Marion County Schools' policy on homeless students.

XVII. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled.

- The principal and staff will work with the district's Migrant Liaison to identify migrant students.
- The school will adhere to the Marion County Schools' policy on migrant students.

Field Trips

Field trips are used to enhance the school curriculum. Should your child's grade level or club/organization decide to participate in a field trip, you will be notified in a timely manner.

Most middle school field trips are chaperoned by teachers and staff. Should the need arise for parent chaperones, the following rules of conduct are in effect:

- No smoking at any time.
- Do not leave children unattended.
- No younger children who are not directly eligible for the field trip are allowed to attend.
- Children are to ride the bus with their class to the field trip site.
- All school rules must be followed or your child will not be allowed to go on future trips.
- Parents are not allowed to ride school buses on field trips.
- If parents wish to take their child from the field trip site, the student must be signed out at the school prior to departure. **No student** will be allowed to be signed out at the field trip site, unless prior arrangements are made before the trip.

Fundraisers

Fund raising is necessary if we are to conduct a quality program. Money raised will be used to purchase needed supplies and equipment. No funds for any WMS organization or club shall be raised in the name of of for the use of the Whitwell Middle School Program without the approval of the principal.

Guidance Counselor

Whitwell Middle School has a guidance counselor who is available for students at various times during the school day. The guidance counselor also conducts classes during related arts. Our school counselor is bound by confidentiality.

Homework

Middle school students are expected to assume more responsibility for completing homework assignments. Students are responsible for:

1. Making written notes of assignments in planner
2. Asking teachers for help if they are confused about homework assignments
3. Completing assignments on time
4. Doing his/her own work
5. Scheduling time to complete homework

Internet Use Policy (Marion County)

The network is provided for students and teachers to conduct research and communicate with others. Independent access to network services is provided to students and teachers who act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Violations may result in a loss of access as well as other disciplinary or legal action.

The following uses of the Internet system are considered unacceptable:

1. Personal Safety (for students only)

a. Users will not post personal contact information about themselves or other people.

Personal contact information includes address, telephone, school address, work address, etc.

b. Users will not agree to meet with someone they have met online without their parent's approval and participation.

c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the Internet system or to any other computer system, or go beyond their authorized access. This includes attempting to log in through another person's approval and participation.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify the school principal if they have identified a possible security problem.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the pages.
- b. Users will not post private information about another person.

6. Respecting Resource Limits

- a. Users will use the system only for education and professional or career development activities and limited, high-quality, self-discovery activities.
- b. Users will not download large files unless absolutely necessary. This will be done, if necessary, under the direction of the classroom teacher or Internet instructor.
- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

8. Inappropriate Access to Material

- a. Users will not use the Internet system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such

access is to conduct research and access is approved by both the teacher and the parent. School employees may access the above material only in the context of legitimate research.

b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated this policy.

Interrogations and Searches

Updated 2016

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police instigated, a parent shall be notified and constitutional warnings shall be given to the student before interrogation begins.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation, unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

If criminal prosecution is contemplated by the police or the school principal, interrogation shall not commence unless a parent or guardian of the student is present. Prior to interrogation, the principal or his/her designee shall note that the police officer advises the student of the nature of the crime for which he/she is a suspect, that he/she has the right to remain silent, that anything he/she says may be used against him/her in criminal or juvenile court, and that he/she has the right to have an attorney present, or a court appointed attorney if the parents are indigent, and a student or parent may stop the interrogation at any time.

The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes

committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal

shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school

activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs,

drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse or other container may be required

to be emptied because of the results of a locker search, or because of information received from a teacher,

staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;

4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

USE OF ANIMALS

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime

or of stolen goods, not involving school property of members of the school staff or student body, is located

on school property and that any search for such evidence or goods would be unrelated to school discipline

or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect

that
criminal evidence is about to be uncovered.

Lockers

Lockers are assigned by teachers. Books and personal property left in the locker are the responsibility of the individual students and not the school. There are no locks used at Whitwell Middle School. Locker breaks will be scheduled by the grade level teachers.

Lost/Found

All lost articles are to be placed in the lost and found tubs which are located outside the gym, in the 5th/6th Grade hall, and in the 7th/8th Grade hall. Students should search these locations for lost articles before and after school. **WHITWELL MIDDLE SCHOOL WILL NOT BE RESPONSIBLE FOR PERSONAL ITEMS LOST AT SCHOOL.**

Tennessee law authorizes school systems to withhold diplomas, grades and transcripts as well as to postpone the taking of final exams if students have lost textbooks, uniforms, and equipment belonging to the school system or owe fines, tuition, or any other monies regardless of whether the student is on the free or reduced lunch program.

It is vital that students be responsible for books and equipment issued to them from the school. Every effort will be made to retrieve the lost items or the fines for cost of replacement for the items.

Meals/Lunchroom Program

All students are encouraged to participate in our school breakfast and lunch program. Only school lunches and sack lunches from home will be eaten in the cafeteria. In order to comply with the National School Lunch Program and to ensure that each child receives a nutritious meal, deliveries from commercial restaurants will not be allowed. **No breakfast from outside restaurants will be allowed in the cafeteria. Canned drinks or drinks in commercial containers cannot be brought into the lunchroom.**

MealpayPlus is an online service that offers you the convenience and information you need to manage your student's meal account. To create a new account or access your account, go to www.mealpayplus.com. Meal accounts are used to purchase extra and/or ala carte items. Students are encouraged to make all deposits in their account each Monday morning from 7:15 – 7:55.

Marion County Schools operate on a closed lunch period. Students are not permitted to leave campus for lunch.

All students will be provided with an eligibility form to be completed and returned to school. It is crucial that this form be completed and returned as it helps the school get additional money.

Adults are welcome to eat at school on a space available basis. Reservations must be made before 8 a.m. by calling the school cafeteria, at 658-5519.

Adult Meal 3.25

Visitors 3.50

Any questions or concerns about the cafeteria should be directed to Kathy Brown, the cafeteria manager. The cafeteria phone number is 658-5519.

Medication

No teacher can routinely dispense medication to students. If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer the medication in compliance with the school board policy (policy 6.405) For any school employee to administer medication of any kind a form signed by a physician must be on file in the office. The school nurse or secretary has a copy of the medication form.

No Nit/Lice Policy

According to Marion County Board Policy, no student shall be denied an education solely by reason of head lice infestation, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. In all matters concerning pediculosis/head lice infestation, the following procedures will be followed:

- To prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the office/or school nurse (if available in building).
- Verification of head lice infestation must be made by second employee.
- Upon confirmation of head lice infestation (either nits or live bugs), the student's parent/guardian shall be notified.
- The student may return to the classroom (with nits or live bugs) and remain at school until dismissal at the end of the day. The Principal or designee shall notify the student's parent/guardian and send home appropriate paperwork with student.
- The parent/guardian will be given a copy of the district Pediculosis/Head Lice Policy and a checklist to complete before student returns to school.
- Students found to have head lice should be treated promptly by their parent/guardian to minimize the infestation. It is the parent/guardian's responsibility to ensure correct application of the head lice product and follow through with treatment upon recommendation as provided by a pharmacist, physician, or school nurse.
- The student may return to school upon verification of treatment and signed completion of the Head Lice Checklist. The parent/guardian of the student must accompany the child to school and deliver the signed Head Lice Check List to the school Principal or designee.
- The student's head will be rechecked to ensure that no live lice are found after treatment.
- Chronic or continual head lice infestation, and or failure to follow instructions for re-admittance to school may be reported to the Director of Health Services, Department of Human Services and/or juvenile authorities.

Non-Discrimination Policy

It is the policy of the Marion County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs, or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is also the policy of this district that the curriculum materials utilized reflect the

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

Inquiries regarding compliance with Title VI, and VII, and IX or Section 504 of the Americans with Disabilities Act should be directed to the office of the Director of Schools, Marion County Schools, 204 Betsy Pack Drive, Jasper, TN 37347, or the office of Civil Rights, U.S. Department of Education, Washington D.C.

Parent Conferences

Updated

2016

There are two scheduled days for parent/teacher conferences; however, parents may make appointments for conferences with teachers, counselors, or administrators by telephoning the school office. You will be notified of the day and time that your child's teachers conduct parent conferences. Unless there are extenuating circumstances parent conferences will be held on the day and time designated by the grade level team. Each nine weeks that report cards go home, teachers will check on the report card if a parent/teacher conference is needed.

If you have an issue with your child's teacher(s), administration requests that you speak to the teacher(s) first. This effort helps to ensure that accurate information is communicated.

Parent/Guardian Signatures

Often parent/guardian signatures are requested on various student information such as test papers, AR folders, report cards, etc. Your signature indicates that you are aware of your child's progress. Only parent signatures will be accepted on such documents. Students are not allowed to sign for their parent/guardian, even with parental permission.

Parties

Updated

2016

Christmas parties are held the morning of the day that students are dismissed for Christmas Break. You will be contacted if you need to send a snack or treat for your child. Student birthdays are not celebrated with parties or snacks.

Playground/Gym

There is no playground equipment at Whitwell Middle School. While in the gym, students are to abide by the following rules:

1. Be respectful to classmates.
2. No horseplaying.
3. Tennis shoes only
4. Report all injuries to gym teacher immediately.

Students are required to dress out each day in appropriate gym clothes. Shirts must have sleeves and not contain any inappropriate messages. Shorts must be at least knee length. Only tennis shoes are allowed

on the gym floor. Students who do not have tennis shoes will remove their shoes and participate in gym activities in socks or bare feet.

Report Cards/Honors/Grading Scale

Students have opportunities to be recognized in the following ways:

- Honor Roll - 93 average with no rounding and no grade below 85
- Principal's List - 93+ in all subjects
- Highest Average Grade Level Awards - For the student at each grade level who has the highest average in Language Arts, Math, Social Studies, and Science
- Perfect Attendance - Each student will receive an award for not missing any time in a given grading period and throughout the entire year.
- Timely Awards: These awards are given only at certain times of the year (i.e., Spelling Bee, Accelerated Reader).

A = 100-93

B = 92-85

C = 84-75

D = 74-70

F = 69 or below

School/Home Compact - Parent Partnership Promise

Each year our family involvement coordinators send home a school/home compact for you and your child to sign. This is to be signed and returned to school to be kept on file.

School-Wide Procedures

Updated

2016

THE FOLLOWING STATEMENT IS A GIVEN AND APPLIES TO ALL SITUATIONS AND PROCEDURES: Keep hands, feet, objects, and negative comments to yourself.

AM Arrival

1. Report directly to the gym unless you are eating breakfast. You will not be permitted to leave the gym once you enter. Do not go to the restrooms, lockers, or office.
2. Sit by grade level and do not relocate.
3. When your grade level is called, use the bleacher exit procedure and go to homeroom.

PM Dismissal

1. Walk at all times while in the building. Car riders exit the back door and move to the left of the sidewalk. Walkers line up at the back door.
2. Bus students walk with teachers to designated areas of gym and do not relocate seats.
3. When your bus is called, exit bleachers and walk in a single file line to the bus. Do not walk on the gym floor.

Car Rider Line

1. Watch for your ride. Do not go home with anyone else unless you have written permission.

2. Wait until your ride stops moving before you walk to it. Look both ways before walking to your car.
3. Put trash and litter in trash cans.

Pledge and Morning Announcements

1. When you hear the national anthem, stop what you are doing, stand, and show respect to our country.
2. Remain standing for pledge of allegiance and moment of silence.
3. Sit down without talking and listen to morning announcements.

Entering the Cafeteria and Eating

1. Sit at designated table and wait until your table is called before going to the line.
2. Quietly talk to people at your table.
3. Clean up your eating area, including the floor.

Exiting the Cafeteria

1. One person holds the door for the rest of the students.
2. Wait until your table is dismissed before exiting.
3. When leaving the cafeteria, do not run or scream.

Traveling in Halls

1. Walk to the right.
2. Listen to teacher directions.
3. Pick up trash or litter.

Going to the Restroom

1. Go to the restroom at designated times.
2. Do not linger or visit with friends as others are waiting to use the restroom.
3. Flush toilets and wash your hands.

Locker Breaks

1. Wait your turn. Do not push other students out of the way.
2. Make sure that all items are in before you shut the door. No kicking the lockers or forcing the door closed.
3. Get your books and supplies quickly and go to class.

While Visiting the Office

1. Show your hall pass and let the office staff know your purpose in visiting.
2. If your teacher has sent you to the office for disciplinary reasons, give your discipline paper to the office staff.
3. Have a respectful attitude and show courtesy by saying please, thank you, yes/no ma'am, and yes/no sir.

Seating in Gym Bleachers

1. When entering or exiting, use aisles as walkways. DO NOT walk on seats.

2. Sit in your designated area and do not relocate.
3. Put trash and litter in trash cans.

Student Group Response to Faculty or Staff

1. When attention signal (“If you can hear my voice, clap once. If you can hear my voice, clap twice. If you can hear my voice, clap three times.”) is given, students respond by:
 - A. Stop talking.
 - B. Eyes on speaker.
 - C. Listen to instructions.

Fire Drill

1. Upon hearing alarm, immediately stop what you are doing and listen for teacher instruction.
2. Follow the teacher outside in a single file line without talking or running.
3. Stay in line and wait for teacher instruction.

Tornado Drill

1. Upon hearing announcement, immediately stop what you are doing and listen for teacher instruction.
2. Follow the teacher to designated safe area in a single file line without talking or running.
3. Wait for teacher instruction.

Lockdown

1. Upon hearing code, immediately report to the nearest classroom without talking or screaming.
2. Remain calm and listen for teacher instruction.

Medical Situation

1. Upon hearing code, immediately report back to classroom.
2. If you are in the location where the medical situation is taking place, exit the area in a single file line without talking.
3. Wait for teacher instruction.

Drug Dogs

1. Upon hearing code, remove your jackets and place them on your desk.
2. No one is allowed to exit the classroom after code is announced.
3. Stay in room and remain quiet until you are instructed to leave the classroom.

Section 504

The Marion County School System complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Section 504 provides that, “No otherwise qualified individual with a disability in the United States.....solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial

assistance.” The school system has designated the following person to coordinate its’ efforts to comply with Section 504 of the Rehabilitation Act of 1973: Sharon Yarber, Marion County Board of Education, 423-942-3434.

Snacks and Candy

Updated

2016

Occasionally for special events or rewards, students are given snacks and candy. Students should not take snacks or candy outside of the classroom. No snacks or candy are allowed in the gym unless there is a school athletic event. Students are not allowed to distribute snacks or candy.

Telephone Use and Cell Phone Policy

Updated

2016

We do not interrupt the learning environment by calling teachers or students to the telephone during the instructional day. We will deliver messages to teachers. They will return calls from parents/guardians at their earliest convenience.

There is only one telephone line available for use at school. This phone is a business phone. It is not to be used to make arrangements to go home with friends nor for other personal business such as calling home for forgotten items. Any plans that students make which will cause a change in their afternoon destination should be made before their arrival at school.

WMS adheres to the Marion County Board of Education Personal Communication Device Policy.

Students may possess personal communication devices and personal electronic devices, including but not limited to cell phones, laptops, tablets, mp3 players and Android Devices/iPods on school property as long as such devices are turned off and stored in backpacks, purses or personal carry-all-bags. However, a teacher may grant permission for the use of these devices into their class work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student’s parent or guardian. A student in violation of this policy is subject to disciplinary action. **The Marion County Board of Education will not be liable for any devices lost, stolen or destroyed.** Accountability and maintenance for the device will be the sole responsibility of the student, parents, or guardian.

Each grade level will determine whether to allow students to carry personal communication devices. If students are not allowed to carry devices with them, they will be turned in at the beginning of the day and kept in a secure location. **Absolutely, under no circumstance will personal communication devices be allowed in dressing/locker rooms.**

For safety reasons, student cell phone use is not allowed before and after school during bus and car arrival/dismissal times. **Please do not call or text your child during these times.** If students are using their phones without permission, they will be taken up and kept at school for five (5) school days. If a student needs to make a call, they need to ask permission from the teacher(s) on duty. Land lines are always available for student use.

If your child violates the cell phone policy, do not call or come to the school to request that the phone be returned prior to the date that it is to be returned.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division
 Division of Special Education, Tennessee Department of Education
 710 James Robertson Parkway
 Andrew Johnson Tower, 5th Floor
 Nashville, Tennessee 37243-0380
 Phone: 615-741-2851
 Fax: 615-253-5567 or 615-532-9412
 East Tennessee Regional Resource Center
 2763 Island Home Blvd.
 Knoxville, TN 37290
 Phone: 865-594-5691
 Fax: 865- 594-8909

Transportation Changes

All afternoon transportation changes must be made by 2:40 and be made in person, by fax, or by email (wms@mctns.net). No changes will be accepted over the phone.

Unsafe School Choice Policy

There are no unsafe schools in Marion County. But, if a school is considered unsafe, parents or guardians of all students attending the school must be notified that the school has been designated by the Tennessee Department of Education as a persistently dangerous school and provide for all students to be given safe school choice as provided for under the No Child Left Behind Act of 2001.

Under 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 the Tennessee Code 40-38-111 (g), or the attempt to commit one of these offenses as defined under the Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting the school principal.

Parents have the right to request (in writing) their child's name, address and telephone number not be released to a military recruiter without the parent's prior written permission. (Usually, this information is not requested by the military recruiter until high school.)

Visitors

All visitors to Whitwell Middle School must enter the front door and report to the office to get a visitor's badge. All visitors must wear a visitor's badge while on school property. Visitors to the school will be signed in by presenting his/her state issued identification. Students are not allowed to open locked doors for anyone other than a Whitwell Middle School staff member.

No student is to bring a visitor to the school. All persons, including former students who desire to visit during school hours for any purpose, shall first secure permission from the school principal or person designated by her. ANY PERSON FOUND ON SCHOOL GROUNDS WITHOUT PERMISSION IS TRESPASSING AND IS SUBJECT TO ARREST BY LOCAL AUTHORITIES.

Volunteer Program

Whitwell Middle School occasionally utilizes volunteers for various extracurricular activities. If you are interested in volunteering, please send your request in writing to your child's homeroom teacher. You will be notified at the time that your services are needed.