

# JACKSON COUNTY MIDDLE SCHOOL



## **STUDENT HANDBOOK (2018-19)**

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Gainesboro, TN 38562  
(931) 268-9779

Dr. Gail Myers, Principal  
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Mr. Joe D. Barlow, Director of Schools  
Mrs. Kristy Brown, Director of Schools

2018-19 School Calendar  
Jackson County Schools System

Wednesday, August 1, 20-18	County-wide Staff Development required for all Teachers
Thursday, August 2, 2018	Administrative day – No Students
Friday, August 3, 2018	Registration for ALL STUDENTS; Early dismissal
Monday, August 6, 2018	First Full Day for Students
Monday, September 3, 2018	Labor Day, No School
Thursday, October 11, 2018	Parent Teacher Conference
October 15-19, 2018	Fall Break, No School
November 6, 2018	Election Day, No School
Wednesday-Friday November 21-23, 2018	Thanksgiving Holiday No School
Thursday, December 20, 2018	Last day before Christmas, Early Dismissal
December 21-January 6, 2019	Christmas Vacation
Monday, January 7, 2019	Students return to School – Full Day
Monday, January 21, 2019	Martin Luther King Day, No School
Monday, February 18, 2019	Presidents’ Day, No School
TBA	Parent-Teacher Conference (3-6 p.m.)
March 11-15, 2019	Spring Break, No School
April 19, 2019	Good Friday, No School
Wednesday, May 22, 2019	Last Day of School, Early Dismissal

**The rules you are about to read in this JCMS Student Handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit our authority.**

SCHOOL NEWS HOTLINE  
931-268-4050

The Jackson County School News Hotline provides current information 24 hours a day regarding school activities, school openings and closings, snow cancellations and other important school events.

SCHOOL WEBSITE  
[www.jcmiddleschool.com](http://www.jcmiddleschool.com)

**JACKSON COUNTY MIDDLE SCHOOL MOTTO**

***WE RESPECT OURSELVES, OTHERS, AND OUR LEARNING ENVIRONMENT.***

JACKSON COUNTY MIDDLE SCHOOL  
STUDENT HANDBOOK

Welcome to Jackson County Middle School. As a student attending this school, you are expected to follow the rules established for the welfare of the entire student body. Students are expected to show high standards of performance in academics, activities, and behavior. The faculty, staff, and administration are here to assist you in any way possible.

BELIEF STATEMENT

All students deserve the opportunity to learn in a healthy and safe environment. Each student has the potential to learn and the right to be respected, nurtured, and valued. Education is a responsibility shared equally by the student and their family, school, and community.

## PHILOSOPHY

The faculty and administrators of Jackson County Middle School believe that student learning and self-worth are important. JCMS strives to provide opportunities for ongoing communication between school and home through annual parent-teacher conferences, Parent Involvement meetings, and frequent reports of student progress. To the best of our ability we will utilize research-based information and data to drive decisions, and will provide a safe and caring environment for all students and strive to meet the diverse needs of each individual by offering a curriculum that meets and/or exceeds state standards, individualizing instruction when possible, providing an afterschool tutoring program, and extracurricular activities that challenge our students both mentally and physically. The faculty, staff, and administration pledge to work with parents, students, and community members to encourage regular school attendance, positive school behavior, and appropriate decision making in relationship to the development of each student enrolled in Jackson County Middle School. We are committed to the education of children—mentally, physically, and socially. We believe that cooperation among parents, teachers, and administrators will promote the educational growth and development of responsible citizens.

## MISSION STATEMENT

Our purpose is to ensure a research based, data driven, educational experience that will result in successful, high performing, motivated students who will become lifelong learners. In partnership with the family and community, the staff and stakeholders will strive to prepare each student to live successfully as a contributing member of society.

## ATTENDANCE POLICY

Every child and parent must know how important it is to attend school daily. Tennessee has a Compulsory School Attendance Law (TCA-49-6-3001) which requires all children ages 6-17 inclusive to attend school each day. When a student is absent from school, the parent must send a parent note, doctor/dentist note, funeral notice, etc. An excused absence includes a student's personal illness or family illness requiring temporary help from the student; death in the family; or a religious holiday. The excuse must be brought or faxed to school upon the student's return to school. The documentation to EXCUSE the absence MUST be turned in within three (3) school days. The note must include the date of absence, the reason for the absence, a phone number where the parents may be reached, and the signature of the parent. If the parent fails to do so, the absence will remain UNEXCUSED and result in TRUANCY issues for the student. If the student misses a partial day, a note must be turned in for any class that is missed in order to be able to complete any make-up work and test. If no note is brought to school, the absence will be counted as UNEXCUSED and missed or make-up will not be accepted. Five parent notes (5 days excused absence) per year will be accepted. If doctors' excuses are excessive, a parent/school meeting will be requested by the school.

### ***20 day Absentee Policy***

If a student is absent 20 days or more in the school year be it an excused or unexcused absence, unless there are extenuating circumstances such as hospitalization, etc., that student will automatically be retained. An attendance committee will review and analyze the circumstances the resulted in the 20 or more days of absences and will make a determination as to the student being retained or promoted. The committee will consist of the principal, assistant principal, school counselor, and classroom teacher.

### **TARDY**

Remember the school day begins at 7:45 am and ends at 2:45 pm. Tardy is considered as a student not being inside the classroom door when the bell rings and in the seat with appropriate materials. Per nine weeks, upon the fourth tardy, parents will be notified. Five tardies will equal one absence. Students who leave before 2:45 p.m. must use a parent note or bring a doctor's excuse to eliminate receiving an afternoon tardy.

### **TRUANCY**

The following Tier System will be used to deal with excessive Unexcused absences. Remember (TCA-49-6-3001) states that school attendance **is REQUIRED** until the age of 18.

A student who has three (3) absences without providing adequate excuse shall be reported to the Director of School/Designee who will, in turn provide written notice to the parent(s), guardian(s) of the student's absences. If a parent does not provide documentation within adequate time (five (5) school days after the **date on the notice**) excusing those absences, or request a hearing, then the Director of Schools shall implement a progressive truancy plan described below before referral to juvenile court.

#### **Tier I**

- A conference with the student and the student's parent(s)/guardian(s).
- An attendance contract, based on the conference, signed by the student, parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - A specific description of the school's attendance expectations for the student
  - The period for which the contract is effective; and
  - Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
- Regularly scheduled follow-up meetings to discuss the student's progress.

If a student accumulates additional unexcused absences, which violates the Tier I contract, the student will be subject to Tier II.

### **Tier II**

Under Tier II, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems. During this Tier, a home visit may be necessary to gather additional information to complete the assessment.

### **Tier III**

This Tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by **a team** at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/Designee.

## CHRONIC-OUT-OF-SCHOOL

Chronic-out-of-School is defined by the State of Tennessee as students who missed ten percent or more of a given school year (a school year is 180 days, so missing 18 or more day within a school year). These absences are both those excused and unexcused. If a child is not in school, he/she is missing out on instruction.

**Tennessee** has a **Compulsory School Attendance Law**(TCA-49-6-3001) which **requires** all children ages 6-17 inclusive to attend school each day. According to (TCA49-6-3009) parents can be charged with educational neglect.

Jackson County Board of Education has approved a three (3) Tier policy under the guidelines of the State of Tennessee to address and do what we can to assist/reduce the Chronic-out-of-School problems that affect our students and their families.

The first of the Chronic-out-of-School intervention Tier I, will start with the students that fall under the category of 18 or more (excused and unexcused) absences from the previous school year. School administrators will compile a list of those students, contact parents by mail and/or telephone to set up a meeting, and meet to discuss the causes/reasons for the number of absences the previous school year.

## MAKE-UP WORK

All homework assignments may be picked up in the office by 11:00 A.M. unless previous arrangements have been made. Students are responsible for all work missed during an absence from school. The student has three (3) days to make arrangements with his/her teacher(s) to collect and complete these assignments.

To avoid missing current class assignments upon his/her return to school to make-up work, students should take advantage of the after-school program to get help with make-up assignments and/or make up tests. Parents and students will be responsible for working with the teacher(s) to making these arrangements.

If the absence is excused, they will receive 100% of the grade earned, but if the absence is unexcused, the student will receive only 80% of the grade earned.

## OTHER ABSENCES

Other absences of students should be pre-approved by the Administration.

## TUTORING

Some before and after school tutoring is available. Please inquire at the JCMS office about enrollment and details concerning this program.

## VISITORS

All persons other than faculty, staff, and students *must* report to the office, sign in, and obtain a visitors pass. *This is a STATE LAW.* Visitors are always welcome at our school. Please be considerate of our school day!! If you are picking your child up at the end of the day, Please wait outside or in your vehicle. This ensures us to complete end of day messages for busses and will provide safety for all students. Thank you for your consideration in this matter.

## SIGN-IN/SIGN OUT POLICY

Students arriving after 7:45 a.m. are considered late to school and must sign-in at the office. All persons other than faculty, staff and students must report to the office for a visitor's pass. This is a state law. No student is to leave early unless officially excused and signed-out at the office. School is not officially dismissed until 2:45 p.m. A parent or other adult may sign a student out of school provided that person is on the sign-out list provided by the parent/guardian. A note must be provided the next day for the classes missed.

## SCHOOL CANCELLATION/EARLY DISMISSAL, ETC.

The Jackson County School News Hotline (931-268-4050) provides 24-hour day information concerning school activities, school openings and closings, snow cancellations along with other important school events. The school suggests that an emergency procedure be set up in advance with your child in case of an early school closing. **KEEP ACCURATE CONTACT #** on file in office for Call System.

## SCHOOL HOURS

No students are to be at school before 7:00 A.M. or after 3:00 P.M. **Classes begins at 7:45 A.M. and ends at 2:45 P.M.** Upon arrival, students should go directly to breakfast or to the gym where there are supervising teachers. Permission to leave the gym must be given by the teachers in charge.

## BUS CONDUCT RULES GOVERNING TRANSPORTED PUPILS

The following rules and regulation are developed to ensure a thorough understanding of proper conduct and the safety of all students while riding Jackson County school buses. Bus transportation is a **privilege**, not mandatory. However, **school attendance is mandatory**. Rules and regulation formulated by the State Board of Education for all public schools in Tennessee, in accordance with Tennessee Code Annotated 49-6-2102 state:

A pupil shall become ineligible for pupil transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys State or Local Rules and Regulations pertaining to pupil transportation. A pupil shall be responsible for his/her own transportation for the first 10 days if he/she is assigned to alternative school. The bus driver shall be competent, adhere to all state laws concerning pupil transportation and fair in dealing with students. The driver shall report to the principal for the conduct of students on the bus. The driver shall plan and arrange to provide all pupils the safest, most comfortable and least troublesome journey to and from school; therefore, drivers are requested to report infractions of rules to the **school principal for disciplinary action**. **Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him/her shall be followed**. The following are some of the rules and regulations your child should follow and by doing so will help us transport all students to school in a safe and efficient manner.

### 1. **Bus Stop: The STUDENT SHALL:**

- A. Be on time
- B. Stay clear of traffic while waiting for the bus
- C. Wait until the bus comes to a complete stop before attempting to board
- D. When getting off the bus, cross the street only when the driver tells you it is safe and move away from the bus quickly. Never cross behind the bus.

### 2. **Safety on the bus: The STUDENT SHALL:**

- A. Remain seated at all times while bus is in motion
- B. Keep arms, head, and hands inside the bus
- C. Keep books, coats, feet, etc. out of aisles
- D. In case of a road emergency, remain seated until instructions are given by the driver
- E. Be absolutely quiet when approaching or crossing railroad tracks

### 3. **Conduct on the bus: The STUDENT SHALL:**



- A. Avoid loud talking and yelling
- B. Avoid profane or immoral language
- C. Not throw any object on bus or out of bus window
- D. Accept special seating arrangement when given by the driver
- E. Not smoke, eat, or drink on the bus
- F. Not engage in any physical or verbal assault.
- G. Take responsibility for the condition and upkeep of the bus and report any damages to the driver at once
- H. Be courteous to fellow pupils and your driver while riding the bus.  
Help us keep a safe bus by your cooperation and good behavior.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. **All school rules must be followed on the bus.**

### **DISCIPLINE PROCEDURES RECOMMENDED FOR BUS MISCONDUCT**

<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Out of Seat	Conference with student	Notice to Parent	Principal administer punishment
Destruction of Property	Pay/5 day Suspension	Pay/Susp balance of year	
Fighting/Threatening bodily harm	5 Day Suspension	10 Day Suspension	Suspension for the Balance of the year
Pushing	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Tripping	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Excessive Mischief	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Smoking/Use of Tobacco	10 Day Suspension	20 Day Suspension	30 Day Suspension
Eating/Drinking	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Littering	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Rude/Discourteous	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Unacceptable Language	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Disobey Driver	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Throwing Objects	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Hands/Head out Window	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Yelling on Bus	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Inappropriate Contact Kissing/Fondling, etc.	Notice to Parent	3-5 day Suspension	6-10 day Suspension
Alcohol/Drugs	Board Policy on Alcohol/Drugs		

Any other conduct prejudicial to good order on bus-disciplinary action to be at principal's discretion. Multiple offenses of any nature will be treated as second and/or third step offenses. Bus riding is a privilege which may be revoked. Parents are urged to discuss this privilege with their child. By doing so, you will help us to provide the safest transportation possible for all children.

## STUDENT RIDING DIFFERENT BUS ROUTE

To ride a different bus, a child must have a parent note stating the student’s destination and a phone number where the parent can be reached. This note must be documented in the school’s office. **If seating is not available for your child, school personnel will call to inform you so that you can make alternative travel arrangements for him/her.** Should a situation occur when you must call to request your child ride a different bus, please call before 1:00 p.m. When possible, always tell your child that morning what bus to ride in the afternoon. In case of snow, each parent should advise their child of what transportation to take when leaving school early.

\* see glossary at end for definitions of terms below

## CODE OF CONDUCT/JCMS DISCIPLINE PLAN

ALL students should strive to behave as good citizens and respect the rights and property of others. The following chart details inappropriate actions at school and the consequences. Counseling will be provided throughout as deemed necessary. Suspension should be normally considered as a last option in first offense situations. PL 49-6-4103 Corporal Punishment. “Any teacher or school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools. (Acts 1979, ch. 131:1; T.C.A.

VIOLATION	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
POSSESSING A WEAPON	Expulsion and/or Disciplinary Board Meeting		
USE/POSSESSION OF DRUGS/CONTROLLED SUBSTANCE	Expulsion and/or Disciplinary Board Meeting		
ASSAULT/BATTERY OF FACULTY/STAFF	Expulsion and/or Disciplinary Board Meeting		
FIGHTING/ASSAULT	ISS/ALC/ Suspension/CP	ALC/Suspension/CP	ALC/Suspension/CP
SHOVING	In-School Suspension/CP/PN	Alternative School (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension
PUNCHING/ HITTING	In-School Suspension/CP/PN	Alternative School (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension
GESTURING/POSTURING	In-School Suspension/CP/PN	Alternative School (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension
KICKING	In-School Suspension/CP/PN	Alternative School (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension

<b>VIOLATION</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
INTIMIDATION/ THREATENING	ISS/ALC/Suspension/CP	ALC/Suspension/CP	ALC/Suspension/CP
HARRASSMENT/ SEXUAL HARASSMENT	ISS/ALC/Suspension/CP	ALC/Suspension/CP	ALC/Suspension/CP
STEALING	ISS/ALC/Suspension/CP	ALC/Suspension/CP	ALC/Suspension/CP
BITING	ISS/ALC/Suspension/CP	ALC/Suspension/CP	ALC/Suspension/CP
REFUSING/DISRESPECT-ING AUTHORITY FIGURE	ISS/ALC/Suspension/CP 4/5 <sup>th</sup> grade – ISS/Suspension	ALC/Suspension/CP 4/5 <sup>th</sup> grade – ISS/Suspension	ALC/Suspension/CP
SPITTING (ON)	ISS/ALC/Suspension/CP	ALC/Suspension/CP	ALC/Suspension/CP
DESTRUCTION OF/DAMAGING PROPERTY or GRAFFITTI	Financially Responsible ISS/Alternative School/CP (4/5 <sup>th</sup> grade – ISS/Suspension) + parent	Financially Responsible ALC + unruly petition	Financially Responsible Remanded to Sheriff's Office custody until parent can pick up.
TAUNTING	ISS/Alternative School/CP (4/5 <sup>th</sup> grade – Suspension)	Alternative School/CP (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension
PROFANITY	ISS/Alternative School/CP (4/5 <sup>th</sup> grade – Suspension)	Alternative School/CP (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension
PORNOGRAPHY	Alternative School (4/5 <sup>th</sup> grade – Suspension)	Alternative School (4/5 <sup>th</sup> grade – Suspension)	ALC/Suspension
SERIOUS/PERSISTENT MISBEHAVIOR	Professional who witnessed act contact parent.	Parent will be contacted and a parent/teacher conference held. CP	Student will be sent to office for consequences.
DISRUPTIVE BEHAVIOR	Professional who witnessed act contact parent.	Parent will be contacted and a parent/teacher conference held. CP	Student will be sent to office for consequences.
FORGERY	Professional who witnessed act contact parent.	Parent will be contacted and a parent/teacher conference held.	Student will be sent to office for consequences.
RUNNING	Verbal warning	Professional who witnessed act contact parent.	Student will be sent to office for consequences.
CHEWING GUM	Verbal warning & Parent Notification	ISS/CP	ALC/Community Service

<b>VIOLATION</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
DISRESPECT TO STAFF DIRECTIVES OR SUBSTITUTE TEACHER	Verbal Warning/ISS	Parent Notification/ISS	ISS/Alternative school//CP
BRINGING LASERS/ TOYS/GAMES/CARDS	Verbal warning and item(s) confiscated	Parent notification/must pick up item	Student will be sent to office for consequences.
DISRESPECT OF ANOTHER'S PERSONAL SPACE	Parent Notification and ISS	ISS/CP	Student will be sent to office for consequences.
.INAPPROPRIATE CONTACT/KISSING/FONDLING/ETC.	Parent Notification and ISS	ISS/CP	Student will be sent to office for consequences.
SELF MUTILATION	Verbal warning	Parent Notification	Counseling
*UNAUTHORIZED USAGE OF ELECTRONIC DEVICES including but not limited to, I- Pods, MP3, cameras, and CD players are not allowed at school. (JCMS is not responsible for stolen/broken items)	Verbal warning (item confiscated till end of day)	Confiscate item/ Parent Notification and Pickup	ISS/Principal's Discretion
CELL PHONE USAGE Is not allowed at school from 7:00 a.m. to 3:00 p.m. and must be turned off during this time other than those activities monitored by faculty and used as technology for learning. Inappropriate texting or picture messaging can result in revoked phone privileges and/or legal action. These rules apply for daytime school trips and school activities as well	Parent notification and phone picked up at the end of the day.	Parent notification, phone picked up after 1 day.	Parent notification, & student restricted from bringing phone to school.

<b>OFFICE CONSEQUENCES</b>				
1 <sup>ST</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Verbal Warning	Paddling*, Parent/Teacher conference.	Paddling*, Parent/Teacher conference, suspension for the remainder of the day and one full school day.	Paddling*, Parent/Teacher conference, suspension and/or alternative school. Parents must bring student back to school. No school activities for 9 calendar weeks of school. ISS	Petition filed with the court system.

\*If a request has been made that a student not be paddled, he/she will be sent to ISS, suspended, or placed in Alternative School at the discretion of school administration in lieu to paddling. A parent request may be superseded by state law when applicable. These tables are used as a guideline for addressing behavior issues. Principal and/or assistant principal will be charged with determining appropriate punishment in cases not specifically addressed in the handbook.

### BULLYING GUIDELINES

This is not an all-inclusive list of behaviors, but examples of varying degrees of behavior. These types of actions may not be determined as bullying if students are mutually participating in these behaviors. Bullying must meet the criteria outlined in board policy 6.304. Parents may report incidents to law enforcement if there is a concern that a criminal act has been committed.

### BULLYING BEHAVIOR CHART

CONSEQUENCES	TYPES OF BULLYING			
<b>Level One</b> 1)Parent Notification; 2)Verbal Warning 3)In-school Suspension	<b>Verbal</b>	Taunting Expressing A physical Superiority	Insulting Remarks Calling names Teasing About Possessions, Clothes, Appearance, Or mocking	Gossiping Starting/Spreading Rumors Teasing Publicly About Clothes, Looks,
	<b>Non-Verbal</b>	Making Threatening Gestures Defacing Property Pushing/shoving Taking small Items from Others	Giving Dirty looks Holding Nose or Other insulting Gestures	Passively not Including in Group Playing mean tricks

<b>Level Two</b> 1)Parent Notification 2) ALC  ISS for students not old enough for ALC or Corporal punishment	<b>Verbal</b>	Threatening Physical Harm Blaming Targeted Students	Insulting Family Harassing With phone Calls, text Messages And/or Computer Messaging; Insulting Appearance, Intelligence Athletic Ability	Insulting Race, Increasing Gossip/Rumors Undermining Other Relationships
	<b>Non-Verbal</b>	Damaging Property Stealing Initiating fights Scratching Tripping or Causing a fall	Defacing School work Falsifying Schoolwork Defacing Personal Property, Clothes	Making someone look Foolish  Excluding from the group
<b>Level Three</b> 1)Parent Notification 2)Report To Juvenile Court System	<b>Verbal</b>	Making Repeated And/or Graphic Threats Practicing Extortion	Frightening With phone Calls Challenging In public	Threatening Total group exclusion
	<b>Non-Verbal</b>	Assaulting Destroying Property; Setting Fires; Biting; Physical Cruelty Making Repeated Violent Threatening gestures	Ostracizing Destroying Personal Property Or clothing	Arranging public Humiliation  Total group Rejection/ostracizing

\*Principal and/or assistant principal will be charged with determining appropriate punishment in cases not specifically addressed in the handbook.

### ZERO TOLERANCE OFFENSES

(This policy has been adopted by the Jackson County Board of Education)

TCA 49-6-4216. School policies and procedures – Contents – Notice to students and parents. It is the legislative intent that any rule or policy designated as a zero tolerance policy means that violations of that rule or policy will not be tolerated, and that violators will receive certain, swift, and reasoned punishment. Reasoned punishment may include a spectrum of disciplinary measures designed to correct student misbehavior and promote student respect and compliance with codes of conduct and board policies. A zero tolerance violation shall not necessarily result in a presumptive one calendar year expulsion except for those types of student misconduct set forth in Section 49-6-3401 (g). it is the legislative intent that the local school boards shall retain responsibility for development of disciplinary policies and student codes of conduct including assurances that students are afforded fair due process procedures. Nothing in this section shall be construed to prohibit assignment to alternative school for those students under suspension or expulsion including students engaging in misconduct set forth in Section 49-6-3401 (g).

TCA 49-6-3401. Suspension of students (g) Notwithstanding the foregoing or any other law to contrary, a pupil determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined in 18 U.S.C. 921, shall be expelled for a period of not less

than one calendar year, except that the director or superintendent may modify this expulsion on a case-by-case basis. In addition to the other provisions of this part, a student committing battery upon any teacher, principal, administrator, any other employee of a local education agency or school resource officer or unlawfully possessing any drug including any controlled substance as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA, section 53-10-101, shall be expelled for a period of not less than one calendar year, except that the director or superintendent may modify this expulsion on a case-by-case basis. For purposes of this subsection, “expelled” means removed from the pupil’s regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by the school official. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school. Disciplinary policies and procedures for all other student offenses, including terms of suspensions and expulsions, shall be determined by local board of education policy.

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

### WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, threaten, use, or attempt to use any dangerous weapons in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purpose of this policy shall include, but are not limited to “...any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles...” **or any other object or device which is used or, identified as, or used in a threatening manner as a weapon.**

### FIREARMS

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

### ALCOHOL AND OTHER DRUGS

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

## TOBACCO PRODUCTS AND VAPING PRODUCTS

Vaping or associated products are not allowed at school or on school trips. Tobacco use or possession is an automatic petition to the court. This is in addition to the consequences of breaking school rules.

### School-

1st offense. 1 day in school suspension

2nd offense. 3 days in school suspension

3rd offense. ALC for 3 days

\* Juveniles will be cited to Juvenile Court for tobacco use.

### Bus-

1st offense. 3 day bus suspension

2nd offense. 5 day bus suspension

3rd offense. 10 day bus suspension

More than 4. Remainder of year bus suspension

\*Juveniles will be cited to Juvenile Court for tobacco use.

## BATTERY

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

Violators of this Zero Tolerance Offences section shall be subject to suspension and/or expulsion from school.

## NOTIFICATION OF ZERO TOLERANCE OFFENSE

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

## JACKSON COUNTY BOARD OF EDUCATION DRESS CODE

This policy was established and passed by the Jackson County Board of Education. School clothing and individual grooming must not distract from the learning environment or jeopardize health or safety of others.



1. **All** shorts, jams, skort outfits, and skirts must not be shorter than 3 inches above the top of the knees or meet the principal's discretion. Layers of shorts and cut off sweat pants are not allowed.
2. Jeans and pants should:
  - a. Fit or be belted at the waist
  - b. Not expose underwear at any time, including PE and athletic events
  - c. Not be holey, ragged or cut above the knee
  - d. Not touch the floor at any time (inseam line)
3. Sweat pants should not be unnecessarily tight.
4. No sleepwear/pajamas (exception pajama day-cleared by office)
5. No midriffs, stomachs, backs, chest, etc. should be exposed when the student is standing, sitting, reaching, etc. Tops and T-shirts must come below the waistbands of jeans, pants, skirts, etc.
6. Shirts must be buttoned up to within two buttons from the top.
7. No see through or mesh shirts or tops.
8. No strapless, tube tops, or spaghetti strap tops allowed. The arm holes should be snug on sleeveless tops and no undergarments should show.
9. Clothing must not contain any of the following:
  - a. Suggestive or foul language including inappropriate slogans.
  - b. References to drugs or alcohol.
  - c. References to tobacco products.
  - d. References to blatant violence, or which promote, encourage or romanticize violence, hate crimes, hatred or death.
  - e. References to wrestling.
  - f. References to the occult.
  - g. No references to the confederacy or "rebel flag".
10. No sexually suggestive brand names are allowed.
11. Proper undergarments must be worn at all times.
12. Bandannas, toboggans, chains and dog collars or gang related items/apparel are not to be worn on school grounds.
13. Pierced ears with appropriate jewelry are acceptable. Other pierced body parts are not acceptable including but not limited to eyebrow, navel, and tongue piercing.
14. No extreme hair color or extreme hairstyles are allowed. Hair may not be colored any shade of an unnatural hair color. (example: including but not limited to blue, green, purple, pink, red, etc.) Braids must be worn close to the head.
15. No tinted glasses/sunglasses are permitted in the school building without a doctor's order.
16. Footwear must be safe and worn at all times. Teachers may determine the type of footwear appropriate for activities in their classroom, i. e. tennis shoes for the gym floor or closed shoes for work in the Ag. Shop.
17. Caps and other headdress are not allowed at school during school hours. Medical or religious exceptions only with permission of the administration.
18. Purses should be medium size or smaller. All instruments cases and sports travel bags will be stored upon arrival at school in the appropriate place.

Principals and/or assistant principals will be charged with determining all dress code violations. Common sense and good judgment should be used in a fair and impartial manner. When extenuating circumstances exist, modifications should be made during such time. (Example – sunglasses while being treated for an eye infection).

Dress Code Violations:

1st Offense: Opportunity to change

2nd Offense: In-school suspension

3rd offense: Alternative School

## PHYSICAL EDUCATION

Teacher: Bruce Heady

Your child will receive one hour of structured physical education per week at Jackson County Middle School. Students are encouraged to wear proper clothing and be dressed for activity when they come to the gym. Tennis shoes or other soft soled shoes are best for PE. Students should not wear boots, flip flops, or sandals. Clothing should be in line with the dress code and conducive to activity.

Your child will have PE on the following days:

Monday: A Homeroom

Tuesday: E Homeroom

Wednesday: D Homeroom

Thursday: C Homeroom

Friday: B Homeroom.

Behavioral Expectations:

1. No food or drinks (including bottled water) are allowed in class.
2. This is an activity class. Students are required to be active. Participation is a must.
3. Injuries that require a doctor's note will be excused for the prescribed time. Parent notes will be at the discretion of the teacher, nurse, and/or administration.
4. Squealing, screaming, loud obnoxious behavior is not permitted.
5. For safety reasons, students are not allowed to do cartwheels, hand springs, or other gymnastic stunts.

## SCHOOL PHONE RULES

Messages will be taken in the office and forwarded to teachers or students during the day. Due to interruptions of the whole classroom, a student will not be called out of class to talk on the phone.

A message will be given to them to return your call. Any personal calls can be made from the pay phone with teacher's permission. If a child is sick the teacher or office will contact the parent.

NOTICE: DUE TO SECURITY ISSUES, CALLS BEING MADE ON BLOCKED PHONE LINES MAY NOT BE ANSWERED.

ALL OF THESE REGULATIONS APPLY TO STUDENTS ON CAMPUS OR DURING ANY SCHOOL RELATED ACTIVITY AT JCMS OR OTHER LOCATIONS.

### POLICY FOR UNSUPERVISED STUDENTS ON CAMPUS

No student allowed on campus without supervision of a Jackson County school employee (i.e. loitering, skate boarding, etc.) after school hours. Consequence – student could be charged with trespassing.

### FIRE/TORNADO/LOCK DOWN

Fire, Tornado, and Lock Down drills are held at irregular intervals throughout the school year. Specific instructions are given in each classroom with these basic rules: Walk without talking, move quickly and quietly into designated areas.

### SCHOOL HEALTH SERVICES

#### Medication

If medication has to be taken during school hours, the following rules and procedures must be followed:

1. All prescription medications must be in the appropriate prescription bottle with a prescription label bearing: child's name, name of prescription, name of physician, time to be administered, dosage and directions for administration, and termination date for administering the medication.
2. Non-prescription medicine must be in the original container labeled with: child's name, medication name, time to be administered, and directions for giving the medication.
3. All medications must be accompanied by a parents' note containing all the information in #1. Also the parents must complete a medication form, which can be obtained in the office. This form will be kept on file in the office.
4. All medications must be kept in the office at all times. **Students are not to keep any type of medicine with them at any time. Students who take any medication without following these procedures stated above could be suspended for up to 365 days.**
5. When a student is required to take medication, a parent must bring the medication in personally. No medication is to be brought in by a student.

## HONOR ROLL

Students who attain all “A’s” will be placed on the “All A Honor Roll.” Students who receive “A’s” and “B’s” will be placed on the “A/B Honor Roll”. The homeroom teacher compiles all grades each grading period. Honor Roll list is released each grading period for publication in the local newspaper. A student who qualifies for 8<sup>th</sup> grade honors must have a 95.0 average or above to be an honor student. Grades do not round when calculating honor students. Students should be enrolled in the 8<sup>th</sup> at JCMS for a minimum of 27 weeks to be eligible for honors. In the event of a tie for valedictorian and/or salutatorian, exact averages will be used.

## JCMS SCHOOL TRIP POLICY

- Any student that has been in the Alternative Learning Center any time during the school year will not be eligible to participate in school trips.
- Any student that has been in ISS 3 days during the school year will not be eligible to participate in school trips.

## LUNCHTIME IN THE CAFETORIUM

At times, there are close to 200 energetic students of varying ages in the cafetorium together. Because of this, the following rules have been established for everyone’s safety and to provide an atmosphere that allows everyone to enjoy his/her meal. If a student is sent to the office for violating a cafetorium rule, the punishment will be decided at the principal’s/assistant principal’s discretion.

In the lunchroom students WILL:

- ❖ Use the entrance doors on the right (when facing the cafetorium) and exit doors on the left.
- ❖ Walk into and maintain a single-file line when entering and getting their lunch trays.
- ❖ Keep hands and feet to themselves.
- ❖ Talk softly.
- ❖ Talk among their own table only.
- ❖ Use good table manners.
- ❖ Get permission to be on the floor (unless returning tray).

- ❖ Become silent immediately if an adult gives a signal (verbal request, hand gesture, whistle, etc.). This is very important for announcements to be made or in the event of an emergency.

If a Student is sent to the office for violating a cafetorium rule, the punishment will be decided at the principal's or assistant principal's discretion.

### USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

### TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY

All students and parents will be required to read and sign an internet use agreement form. All students will complete an internet safety course during the school year and be held accountable to uphold the school rules and policy concerning internet usage on school premises.

### PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held each year in the fall and spring after school from 3-6 p.m. At these times your child's teacher will discuss your child's progress in school. These meetings are very important and need to be attended if at all possible. Teachers may also need to talk to parents periodically either by phone or by scheduled meeting throughout the school year. If as a parent you have a concern regarding you child's education, you may call the office to leave a message to speak with the teacher at anytime or schedule a meeting to meet with the teacher.

### GRADING PROCEDURES

All students in grades 4-8 will be given number grades that will be translated into letter grades as follows:

A	93-100	E	Excellent
B	85-92	G	Good
C	75-84	S	Satisfactory
D	70-74	I	Improving
F	Below 70 failing	N	Needs Improvement
		U	Unsatisfactory

## STUDENT PROGRESS REPORTS

The school faculty and staff will encourage parents to become more involved in school activities by notifying parents through newsletters, individual notes, phone calls, and other forms of communication.

Parents are notified of their child's performance every 4 ½ weeks by either progress report or report card excluding the mid-nine weeks' report of the last grading period. Report cards are given to students at 9-week intervals during the course of the school year. Report cards are to be signed by parents or guardians and returned to the homeroom teacher within two (2) days. A replacement charge will be assessed for lost report cards. Grades will be withheld for any indebtedness owed the school. Teachers will make other notifications when necessary. If you have a concern dealing with your child's education, first contact the teacher. If the teacher does not resolve this concern, then contact the principal.

The issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of the student's progress, to reflect how well students' understand essential skills in each subject, and to provide a basis for bringing about change in student performance. Grades for each nine-week will be determined from daily work, oral and written assignments, homework, participation grades, and/or tests. This permits the teacher to allow for individual differences among students in the grading process. All parents and students will be able to access grades online.

## PROMOTION/RETENTION POLICY

The professional faculty will place a student at the grade level best suited for them academically, socially, and emotionally. Retention will be considered for any student who fails one or more academic subjects. **Any student failing ONE class will be required to attend after school tutoring. Student's progress will be evaluated as needed. Summer School will not be an option for students.** Students who fail two or more subjects, will be retained. Attendance along with other considerations may factor in the decision to promote or retain a student. Retentions will be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. Jackson County Board Policy 4.603. The appropriate school officials SHALL make promotion and retention decisions.

Any 8<sup>th</sup> grade student who has not successfully completed all requirements for promotion by the end of the regular school year will not participate in any promotion activities.

## ATHLETIC/ACADEMIC POLICY

1. If a student athlete has two failing grades or more, they may not participate in the athletic contest. The student may participate in practice.
2. If a student has one failing grade, they must forfeit participation to half of each contest. Students may practice.

Students with an F must attend morning tutoring. Coaches are responsible for monitoring student progress with parent, teachers, and administration.

Eligibility meetings can be held based on performance, attendance, and behavior.

**The first grading report will begin with the mid-9 weeks report in the first semester. From there, students must abide by the above guidelines.**

## MUSIC/ACADEMICS POLICY

Students involved in curricular band class and/or choir will maintain satisfactory progress in all other academic areas of study. This progress will be monitored by the principal and director of bands. Should the student fall behind in any other academic subject, the principal and band director will confer and chart the best course of action for the total academic success of the student which could include:

1. Mandatory tutoring.
2. Temporary suspension of band classroom attendance<sup>3</sup> and outside activities to allow for makeup work in deficient class.
3. Permanent removal from the band program.

## ALTERNATIVE LEARNING CENTER

Attendance at Alternative Learning Center is mandatory. Transportation will not be provided. Students must be prompt; tardiness is not acceptable. School hours are 7:45 AM to 2:45 PM. Students who are absent from Alternative School for any reason will be required to make up those days prior to exiting the program. Activities are rigid and structured. Students are expected to exhibit proper respect toward students, staff, and other school officials. Students assigned to ALC are not allowed on the regular school campus. Further, they will not be allowed to participate in any school functions or extracurricular activities including school sports, band, dances, etc. This includes practicing for these activities as well.

## NONPAYMENT OF FUNDS

Students who do not pay monies owed for lunch, books, pictures, fundraisers, etc., will have their grades held and/or will not be allowed to participate in school activities until monies are paid. Records will not be transferred to high school until all outstanding debts are paid.

## FUNDRAISERS

Fundraisers are necessary to help fund the operations of JCMS and we appreciate your help. If you are aware of anyone using the school's name to extort monies from citizens, please notify us so that they may be reported to the appropriate authorities.

## PHYSICAL EDUCATION REQUIREMENTS

All students must participate in Physical Education. Modifications in Physical Education will only be accepted as specified per doctor's note. Gym shoes are required for Physical Education and will be worn specifically during PE class. No street shoes or regular sports shoes for daily wear will be allowed on the gym floor. Non-participants will be required to do written assignments over sports related activities.

## NONDISCRIMINATION POLICY

It is the policy of the Jackson County School System not to discriminate on the basis of sex, race, national origin, creed, age, martial status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Title VI of the Civil Rights Act of 1964 states: NO person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Inquires regarding compliance with Title VI, Title IX, and Section 504 may be directed to Joe D. Barlow or Betty Pruett at the Jackson County Board of Education, 711 School Drive, Gainesboro, TN 38562. If you feel you have been discriminated against or have a complaint please contact Mr. Barlow or Mrs. Pruett at 931-268-0119. If you have a complaint, there are forms at each school and at the Central Office to register the complaint.

In accordance with the policy of the Board, the following procedure governs the processing of students discrimination/harassment grievances:

Any student who wishes to file a discrimination/harassment grievance against another student or employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, counselor, or Title IX coordinator. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the



complaint to the grievance shall set forth the circumstances of the incident and identity of the student(s) or employee(s) involved.

The director, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

The investigation shall be completed within ten (10) days of the filing of the grievance. Results of the investigation, along with the recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the director or investigating administrator, the grievant may request a hearing by the grievance committee.

Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.

Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing.

Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations of the committee or furnish a report to the grievant explaining why the recommendations will not be implemented.

Upon receipt of the director's report, the grievant may file a written appeal with the Board. The Board shall, within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

**DISCRIMINATION/HARRASSMENT OF STUDENTS**  
(Policy adopted by the Jackson County Board of Education.)  
No Bullying Policy

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

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

1. Unreasonably interfere with a student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or

3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

## Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations of discrimination shall be fully investigated by a complaint manager. (As set forth in *Student Concerns, Complaints and Grievances 6.3041*)

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

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

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students to the definition and recognition of discrimination/harassment.

## TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, 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 Joe Barlow, Director of Schools at 268-0119.

## PARENT INVOLVEMENT POLICY

Jackson County School District shall be governed by the statutory definition of parent involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition

The Board shall implement the following as required by federal and state legislation:

- The Jackson County School District will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The Jackson County School District shall incorporate activities and strategies that support this district-wide family and community engagement policy into its Tennessee Comprehensive System-wide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- If the Jackson County School District's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the Jackson County School District and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- The Jackson County School District shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- The Jackson County School District shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

\* INDIVIDUAL SCHOOL PARENT/FAMILY INVOLVEMENT PLANS WILL BE DISTRIBUTED AT THE TITLE I ANNUAL MEETING.

Legal Reference:

1. PL 107-110, *No Child Left Behind Act of 2001*

## SPECIAL EDUCATION CHILD FIND

### Identification and Location of Children with Disabilities and/or Gifted

The Jackson County School System provides special education and related services, and special accommodations to children who are disabled and/or gifted. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled and/or gifted between the ages of three and twenty-two, and may not, not on the basis of disability, discriminate against these children. This notice is part of an effort to locate and serve those children who may need special education, gifted services, and related services, and/or special accommodations. If you know a child, age three to age twenty-two, who may qualify for special education services or gifted services and is not receiving available services, please call (931) 268-0119 or write to:

Jackson county Board Of Education  
 Attn: Special Education Supervisor  
 711 School Drive, Gainesboro, TN 38562

## PEDICULOSIS (HEAD LICE) Board Policy 6.4031

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 minimizing the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Prior to readmission, satisfactory evidence must be submitted to school personnel

that the student has been treated for pediculosis (head lice). This evidence may include but is not limited to: (1) proof of treatment with a pediculi  
cide product (head lice shampoo), or

(2) satisfactory examination by a school health official

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis. Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

## JACKSON COUNTY SCHOOL SYSTEM MISSION Parent Notification

The Jackson County School System is committed to providing the best education for each student. We realize that parents play a vital role in the accomplishment of this mission so we encourage their involvement and strive to keep them informed of their rights.

- Jackson County School System does not discriminate on the basis of race, sex, color, national origin, age religion, or handicap in the provision of educational opportunities, activities, or other administered programs.
- A parental involvement policy and parent-teacher-student compact will be distributed to parents by each Title I school. A copy of each document may also be obtained by contacting the school office. In schools eligible for Title I funds, a written parental involvement policy will be developed jointly with and distributed to parents of children. Each Title I school will also hold at least one annual meeting for parents to inform them of the schools participation in programs funded under the No Child Left behind Act.
- Parents have the right to request information regarding the professional qualifications of classroom teachers who instruct their children. If students are provided services by paraprofessionals, parents may also request information regarding the qualifications of paraprofessionals. Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing Web site ([www.k-12.state.tn.us/tcertinf](http://www.k-12.state.tn.us/tcertinf)) or by contacting the school principal or the school system's federal projects' director.
- Parents must receive notification if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Parents will be notified of their child's eligibility for service in migrant, homeless, or Limited English Proficiency programs.

- Parents will have access to system and school report cards as developed by the State Department of Education (usually available in late fall of each year) through the web site ([www.state.tn.us/education](http://www.state.tn.us/education)) or at the school and /or system office. Results will also be publicized through local media.
- Parents must receive information on the achievement level of their child on each of the state academic assessments as soon as is practically possible after the test is taken. Assessment results will be distributed by the child's school.
- Parents may visit the State Department of Education web site (<http://tennessee.gov/education/ci/standards/index.php>) or visit the school to access a description of the Tennessee curriculum standards, assessment information, and proficiency levels students are expected to meet.
- Parents must be notified if their child is enrolled in a school identified for improvement, corrective action, or restructuring. Currently no school in Jackson County has been identified as in need of improvement.
- If a school fails to make adequate yearly progress, parents will be informed regarding the availability of school choice options and supplemental education services.
- Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the attempt to commit one of these offenses as defined under Annotated 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.
- Parents of a student identified as having limited English proficiency (ELL-English Language Learner) must be notified in a timely manner of the child's participation in the ELL program, details of the program, right to waive participation, and specific information on the child's level of English Proficiency.
- Parents must be informed of and involved in violence and drug prevention efforts including program content and activities. Parents may request in writing their child's exemption from participation in such activities.
- Parents will be notified regarding their rights before any third-party surveys are distributed to students.
- Schools in which at least 40% of the children are from low-income families have school-wide program authority under which schools may consolidate funds from federal, state, and local sources to upgrade the entire educational program of the school.
- Parents of secondary school students have a right to request that their child's name address, and telephone number not be released to a military recruiter without prior written consent. Requests should be addressed to the federal projects director at Central office.
- Federal law affords parents and students over 18 years of age certain rights with respect to educational records. School Board Policy relating to student privacy

and parental access to information is available in the School Board Policy Manual located at each school and at the central office. Notification of Rights and Release of Directory Information under FERPA (Family Education Rights and Privacy Act) will also be conducted through local media announcements.

- The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act require our district to take steps to find all children, including preschool-age children, with disabilities who live in our district, screen them to determine their disabilities, and provide them with appropriate special education services. Also Part C of IDEA requires our district and state to notify the community of services available for children with disabilities under age 3 and take steps to find and screen these children so that they can receive appropriate special education services.

JACKSON COUNTY MIDDLE

SCHOOL

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“Quality Education = Community  
Commitment”



**Middle School**



**1<sup>to</sup>1 RESPONSIBLE USE**

**POLICY (RUP)**

**&**

**TECHNOLOGY HANDBOOK**

*for* **PARENTS** *and* **STUDENTS**

**2018-19**

## **Introduction**

The Jackson County School District (JCSD) intends that students and employees benefit from technological resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the JCSD establishes this Responsible Use Policy and Technology Handbook to govern student use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

## **About Chromebooks**

Google Chromebooks are a type of electronic device combining the practicality of a laptop with the simplicity and effectiveness of a tablet. Parents and students who are security conscious are delighted to find out that Chromebooks are among the most secure devices on the market. Chromebooks link directly to the cloud and run Google Apps, but can be used without a Wifi connection.

## **I have my own device.**

Per Jackson County School District Board Policy 6.312

***Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course 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 parents or guardian. A student in violation of this policy is subject to disciplinary action.

## **General Expectations for Use of School Technological Resources**

1. District technological resources are provided for school appropriate, educational purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning

and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment during the school day is also prohibited without permission from authority.

2. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism.
3. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with JCSD policies.
4. The use of anonymous proxies to circumvent content filtering is prohibited.
5. Users may not install or use any Internet based file sharing program designed to facilitate sharing of copyrighted material.
6. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
7. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information (of self or others), or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. Users also may not forward or post personal communications without the author's prior consent.
8. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
9. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the expressed permission of the technology director or designee.
10. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

11. Users are prohibited from using another individual's ID or password for any technological resource.
12. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
13. If a user identifies a security problem on a technological resource, s/he must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
14. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
15. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use as well as content.
16. Students who are issued district owned and maintained devices must also follow these guidelines:
  - a. Keep the device secure and damage free.
  - b. Do not loan out your assigned device to any other student. This includes the electronic device, charger and/or cords.
  - c. Do not remove the device from school property without the express written consent of the District Technology Coordinator and School Principal.
  - d. Do not leave the device unattended.
  - e. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
  - f. Do not place the device on the floor.
  - g. Do not leave the device near table or desk edges.
  - h. Do not stack objects on top of the device.
  - i. Do not leave the device outside of the school building.
  - j. Do not take or use the device near restrooms or water fountains.

#### **Handling, Care and Use by Students**

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned device. Do not allow other users to use the device assigned to you.
- Your device is only for creation of, storage of, access to, and consumption of school appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.

- Make sure you start each school day with a fully charged battery on your assigned device by plugging your device into the cart at the end of the day.
- Make sure the device logs on to the school district's network daily to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the device that are not intended for that particular port or connector.
- Make sure your device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).
- Make sure the surface of your device is not altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Make sure that only school district personnel troubleshoot, diagnose, or repair your assigned device.

### **Security, Storage and Transport**

- Do not hold, lift, or suspend the device in the air solely by the screen/display.
- Devices are not to leave the classroom unless a teacher is transporting the chromebooks and charging cart to its checkin/checkout destination.
- Make sure to power the device completely off before inserting it into the chromebook charging cart at the end of the school day.
- Handle the device with caution! . Do not throw, slide, drop, toss, etc. the device.
- Relocate a device that is powered on, opened up, and in use for class to a secure location to be monitored by a staff member if leaving the classroom at school. Do not leave it on a small or unstable desk in a crowded classroom if you are leaving the room, even if only for a moment.
- Keep your device secure. Students are responsible for their assigned device at all times.
- You are responsible for making sure you do not share or switch the device, its power charger, and/or other accessories with other users.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.

## **Wireless Internet Access**

- All JCSD usage expectations and policies pertain to use on public Wifi networks just as they do for wired networks.
- JCSD devices can connect to any standard Wifi network or secured Wifi network for which the user has the appropriate network key or pass code to connect.
- JCSD devices cannot be used with Wifi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manually assigning of an IP address.

## **Parental Consent**

The JCSD recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's email communication and Internet activity by school personnel.

## **Google Account**

Through an JCSD student login, the district provides students with a district owned and managed account to access Google Suite(G-SUITE). Google provides access to specific Google products to school districts on an a-la-carte basis. JCSD chooses which Google services students have access to and manages the secure Google accounts in a "Walled Garden". Services that students have access to include, but are not limited to, Drive, Mail, Sites and Calendar. Your students first and last name will be included in the email address from the domain name of @jacksoncoschools.com. For example, Jane Doe's student google account

name will be,

**janedoe@jacksoncoschools.com. JC G-**

### **Mail**

As a part of the G-Suite account, students have access to a Google email account if you are in the 9<sup>th</sup> through 12<sup>th</sup> grade. This account is not the Gmail service with which many are familiar. Students who belong to the Kindergarten through 8<sup>th</sup> grade do not have access to the G-Mail Application. We partner with a 3<sup>rd</sup> party called "**Gaggle**" to monitor student email and documents in grades 9 through 12 at the Jackson County High School, for inappropriate content and use. Documents created in Google Drive are also monitored for those in grades 3 through 12 for inappropriate content and use. The purpose of this service is to allow students to collaborate and communicate with each other and their teachers. All emails are archived and may be reviewed at any

time by an administrator. Students do not have entitlement to privacy with their school issued JC G-Mail account.

### **Other School Issued Accounts**

To provide access to appropriate online resources and services, their teachers or schools may issue students accounts. Because new technologies are being developed every day, students may gain or lose access to different services or resources during the school year. A comprehensive list, with descriptions, will be posted online, under the Resources tab at <http://www.jacksoncoschools.com>.

Teachers who assign accounts to utilize services not on this list will notify parents directly. All services and resources will be vetted for appropriateness of content and compliance with Federal CIPA and COPPA privacy regulations. Educational software and web based educational tools do collect and store the students' information as to assess their progress. It is our duty to inform each parent that personal information is collected for education and assessment purposes.

### **Social Media Guidelines**

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit

someone else's work, be sure it is in the spirit of improving the writing.

- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a parent or teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

### **File Storage**

- Every student in grades 3-12 is provided 30 gigabytes of Google Drive storage for school for related educational files and content only.
- Flash drives, SD Cards, etc. formatted as storage devices can be used on JCSD Devices.
- Any time a device requires repair or maintenance, all data and documents stored locally on the device will be lost.

### **Content Filtering and Restricted Material on the Internet**

JCSD employs a third party filtering application on all district computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the district's network. The content filter, as configured by the district and as operates on the device in possession of a student who is using the device will restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate sites on the Internet. Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.---

Because of the nature of the Internet, no content filter is capable of preventing all access to all online content that is not school--related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school. related, whether blocked by the filter at that particular time or not. The JCSD recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The JCSD shall ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The JCSD is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service). Any access of unapproved content online,



whether through a district--owned device, personal cell phone, or any other personal electronic device, while at school is a violation of usage policy.

### **Damage to Device**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the borrowed property. In the case of damage to a borrowed device, the user must report a potentially damaging incident to school administration of the appropriate building within the school day of the occurrence. Failing to report damage or potentially damaging incidents in the timely manner described here will result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property. Any electronic device provided by the JCSD that is found to have been damaged maliciously, will result in the student/parent/guardian being assessed in the amount of the repair costs for the damaged property.

### **Reporting Loss/Damage/Theft**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property.

- In the case of loss or theft occurring at school, the borrower must report the incident to school administration of the appropriate building within one school day of the occurrence.
- Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.
- In the case of damage to a borrowed device, you must report the potentially damaging incident to school administrators of the appropriate building within one school day of the occurrence.
- Failing to report damage or potentially damaging incidents in the timely manner described above will result in the user assuming responsibility of necessary repair costs for the damaged property.

### **Repair Costs**

- Repairs will be made to a borrowed device if the nature of the damage makes the device inoperable or leaves the device in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user. Principals may use their discretion for charges where malice intent and/or obvious neglect are present.

### **Replacement Costs**

- A student/parent/guardian is responsible for cost of replacement of a lost device if the loss of the borrowed property is not reported according to the “Reporting Loss/Damage” section or the borrowed device is lost as the result of handling, storing, or using in a manner not in compliance with the “Security, Storage, and Transport” guidelines.
- The replacement cost of a lost device is based on the cost of a replacement device based upon the device value.
- A student/parent/guardian is fully responsible for the replacement cost of any device accessories lost while in their possession.
- Replacement costs of device accessories are based on the price for which JCSD purchases replacement accessories from 3<sup>rd</sup> party vendors.

### **Parent/Guardian Initiated Accommodations**

It is the belief of JCSD that every student should be granted equal access to the resources provided by the school district for learning. It is not the district’s recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to district--provided resources, a written request by the student’s parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation.

If the request is initiated by parent/guardian, then approved by a school administrator, and placed on file with the school district's technology department, a student may be granted “as needed only” or “by teacher request only” access to their device, rather than having it issued into the student’s possession.

### **Administrator--Initiated Accommodations**

Noncompliance with the expectations of the Responsible Use Policy can result in the loss of privilege with, or restricted access to, district--provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of JCSD technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed behavior, or a pattern of behavior, that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

## Repossession

In the event that the school administrator and district administrator allow you to take an electronic device home, you are to make sure you fully comply with all of the terms of the responsible use policy. If you do not fully comply with all terms of the Responsible Use Policy, including the timely return of the property, the JCSD shall be entitled to reclaim the district provided electronic device and if needed, come to your place of residence, or other location of the device, to take possession of the property.

## Appropriation

Your failure to timely return the property and/or the continued use of the borrowed property for non--school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## Disclaimer

The JCSD makes no warranties of any kind, whether express or implied, for the service it is providing. JCSD will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non. deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. Amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510. 2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C. 325(e); JCSD Board Policies; and Student Handbooks

JCSD reserves the right to update this Responsible Use Policy at any time deemed necessary. For the most up. to. date RUP, please visit our website [www.jacksoncoschools.com](http://www.jacksoncoschools.com)

## GLOSSARY

The following is a glossary of definitions for further clarification. These definitions are intended to clarify meaning but do not in any way limit the broad discretionary authority of Jackson County Middle School or the Jackson County Board of Education.

**Assault/Fighting** A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.

Students are prohibited from assaulting anyone on school property or at any school-related event. An **assault** is defined as: Intentionally, knowingly, or recklessly causing bodily injury to another person; intentionally or knowingly threatening another person with imminent injury; Intentionally or knowingly causing physical contact with another when the student knows or should have reasonably believed that the other would regard the contact as offensive or provocative.

**Aggravated assault** involves very serious bodily injury and/or the use of a weapon.

**Bullying** Bullying is any type of conduct that may:

1. Reflect a coercive **imbalance of power**; AND
2. Is **severe, pervasive** and often **purposeful** and **repeated**; AND
3. Places an individual in (a) **reasonable** fear of **substantial** detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity. It can take the form of physical or verbal harassment and involves an imbalance of power (a group of children can gang up on a victim or someone who is physically bigger or more aggressive can intimidate someone else, for instance).

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone.

Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school. It can involve children of any age, including younger elementary grade-schoolers and even kindergarteners. Bullying behavior is frequently repeated unless there is intervention.

**Fighting** is defined as physical contact with malicious intent between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student should detach himself from the situation and seek school personnel or adult help.

**Controlled Substance** is any controlled substance, including any prescription drug for which the sale, distribution, and use is regulated, without regard to amount, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate; alcohol or any alcoholic beverage; any abusable glue, aerosol paint, or any other chemical substance for inhalation; any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs; any paraphernalia or apparatus (belongings, clothing, tools, equipment, etc.) associated with the possession or use of such substances. Factors in the determination of "paraphernalia" include the physical design characteristics of the item, the existence and scope of uses for the object in the community, the existence of any residue of a controlled substance on the object, and expert testimony concerning the item's use. The controlled substance rule prohibits possession, use, delivery, dispensing, gift, sale, or being under the influence of any controlled or prohibited substance, including look-alikes or what is represented to be any of the above-listed substances.

**Disruption on school property** Conduct by students, either in or out of class, that for any reason disrupts class work or involves substantial disorder of other students and/or employees at school or school-related activities is prohibited.

**Graffiti** is making marks with aerosol paint or an indelible marker on tangible property of the owner without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** means repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

**Hate-Related Incidents** are defined as an act, an attempted act or an attempt to incite an act which constitutes an expression of hostility against a person or property or institutions because of the victim's real or perceived race, color, socio-economic status, disability, religion, national origin, ancestry, gender, or sexual orientation. This will include using bigoted insults, taunts, or slurs; distributing or posting hate-group literature or posters; defacing, removing, or destroying posted materials, announcements, or property; and posting or circulating demeaning jokes or leaflets either through print or electronic media.

**Paraphernalia** is any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance/drug into a human body.

**Possession** means to have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Prescription Drugs** All students must check in prescribed drugs with the school office. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated the controlled substance rule, providing the drug is deposited in the nurse's office for proper dispensing. Medications during school hours are dispensed by the school nurse. Medications while on school-sponsored functions should be deposited with the sponsor.

**Pornography** - Materials (writing or pictures or films etc.) of no literary or artistic value other than to stimulate sexual desire.

**Serious & Persistent Misbehavior** Any behaviors documented by the teacher as repeatedly interfering with the teacher's ability to teach the class; or any behavior so unruly, disruptive that the teacher cannot teach and the students cannot learn.

**Sexual Harassment** JCMS believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. JCMS considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion,

according to the nature of the offense. All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

**Smoking/Tobacco Use** JCMS prohibits smoking and any use of tobacco products on all school property. Students shall not smoke or use tobacco products on school property or at any school-related or sanctioned activity on or off school property. Students shall not possess or use any tobacco products, including but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions.

**Taunting** - Aggravation by deriding or mocking or criticizing another.

**Use** - means that a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. Use also means the student has smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance.

**Verbal abuse** is any disrespectful act or communication (verbal or written) that is threatening or non-threatening in nature. This may include but is not limited to: verbal threats made through name calling, insults, derogatory statements, slurs, profanity or vulgarity.

**Weapons** A student shall not go onto the school premises with a firearm, explosive weapon, or knife, unless pursuant to written regulations or written authorization of the District. The student shall not interfere with activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use, the firearm, explosive weapon, or knife. Students are also prohibited from bringing to school or a school-related activity any other weapons or "look-alike" (something represented to be a prohibited weapon). This prohibition will not normally apply to school supplies such as pencils and compasses, unless they are used in a mean or threatening manner.

Students may not bring to school, or any school-related activity, or have in their possession any weapons prohibited by law or local policy including *but not limited to* the following:

1. Knives of any size, including pocket knives. A switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.
2. Fireworks or concussion devices of any kind.
3. Clubs - is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.
4. Chemical dispensing devices - a device

designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.

5. Hand instrument designed to cut or stab another by being thrown.

6. Metallic or hard surfaced knuckles. Knuckles is defined as any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

7. Firearms – gun or other device that discharges a missile at high velocity (especially from a metal tube or barrel) 8. Explosive weapons - any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a load report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

9. Slingshots.

10. Armor-piercing ammunition, principally for pistols and revolvers. Armor-piercing ammunition is handgun ammunition designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

11. Zip guns – defined as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

12. Stun guns - A weapon designed to disable a victim temporarily by delivering a nonlethal high-voltage electric shock.

13. Any other object, including handmade devices, which by the way it is used or intended to be used, threatens, or is capable of inflicting bodily injury to another person. Possession of a “look-alike” firearm is prohibited and may result in serious consequences. Any “look-alike” weapon used in a threatening or disruptive manner may result in removal through suspension/expulsion.

***PLEASE READ CAREFULLY, SIGN, AND RETURN THIS PAGE***

**MY CHILD HAS PERMISSION TO ATTEND OFF-CAMPUS FIELD TRIPS AS APPROPRIATE.**

**Please Circle: YES NO**

**THE SCHOOL HAS PERMISSION TO POST/PUBLISH MY CHILD'S HONOR ROLL INFORMATION.**

**Please Circle: YES NO**

**THE SCHOOL HAS PERMISSION TO USE MY CHILD'S PHOTOGRAPH AND NAME FOR SCHOOL PUBLICITY (Sporting events, honors, programs, etc.)**

**Please Circle: YES NO**

**MY CHILD HAS PERMISSION TO ACCESS THE INTERNET WITH APPROPRIATE SUPERVISION.**

**Please Circle: YES NO**

**MY CHILD HAS PERMISSION TO PARTICIPATE IN ACADEMIC/CAREER GUIDANCE THAT IS PROVIDED BY THE SCHOOL.**

**Please Circle: YES NO**

**MY CHILD HAS PERMISSION TO PARTICIPATE IN PERSONAL/SOCIAL COUNSELING THAT IS PROVIDED BY THE SCHOOL.**

**Please Circle: YES NO**

*I have read the rules and regulations in this handbook with my child and realize that we are responsible for following them.*

**DATE:** \_\_\_\_\_

**PARENTS' SIGNATURE:** \_\_\_\_\_

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **Homeroom** \_\_\_\_\_



JACKSON County Middle School Library  
170 Blue Devil Lane  
Gainesboro, TN 38562  
931-268-9779



Dear Parent,

We welcome you and your child to a new and exciting school year. We provide many opportunities for your child in the library such as : training for information-gathering skills, providing access to on-line facilities and, of course, loan books to students. In order for our library time to be productive, the following policies are to be followed:

1. Students may check out two books at a time. If a student has an over-due book, they may not check out until the overdue materials are returned.
2. Lost or damaged books must be paid for by the end of the year or the student's report card will be withheld. If a student loses a book, they will be allowed to check out one book at a time until book is paid for completely.
3. In addition to adhering to the "no gum policy of our school", food and drinks are also prohibited in our library. Violators will be sent to the office.
4. Students should use their time wisely when in the library. Students should bring work, read, check out books, or work on projects. Students should not waste their time talking, drawing, playing games, etc. Students who use their time wisely in the library usually have less homework.
5. When talking "whisper", so you do not disturb others.

Sincerely,  
*Debbie L. Davis*  
Debbie L. Davis

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By signing and returning this note, you are stating that you understand, and will abide by these policies. Please return bottom portion to school as soon as possible.

Homeroom teacher \_\_\_\_\_ Lunch number \_\_\_\_\_

I give \_\_\_\_\_ permission to check out books . I agree to pay for any lost or damaged books.

Parent or guardian signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE READ CAREFULLY, SIGN, AND RETURN THE BOTTOM PART OF THIS PAGE.