



**CENTRAL MAGNET SCHOOL**

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**2019-2020**

**STUDENT AGENDA**

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## 2018-2019 Student Handbook

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## Grading Policy

The grading system for subject-area grades is expressed by numerical value. The numerical values are equivalent to the following letter grade:

A	93-100	D	70-74
B	85-92	F	Below 70
C	75-84	I	Incomplete

3 points will be added to final 9 weeks grade for Honors and Advanced Honors Classes. 3 points will be added to final 9 weeks grade for Advanced Placement Classes. 5 points will be added to final 9 weeks grade for Advanced Placement Classes for students that take the AP Test. Report cards are distributed at the end of each grading period.

## Make-up Work

A student who has been absent is responsible for all assignments during his absence. The assignments should be made up within five days of returning to school. Parents may call for a student's work by 9:30 a.m. Work may be obtained in the office after 2:00 p.m. Parents and students are encouraged to check the teacher's web site for class assignments and other information.

## Parent/Teacher/Administrative Conferences

Two school-wide parent/teacher conferences are scheduled each year. Additional conferences may be arranged by emailing the teacher. Teachers may not leave their class during class time to confer with parents.

Conferences must be scheduled in advance. Teachers have the responsibility for classes or planning and cannot unexpectedly stop for a conference. Arrangements for a conference may be made by sending a note to the teacher, emailing the teacher, or by calling and leaving a message for the teacher.

## Cheating

The teacher will assign a grade of "0" and notify the parent or guardian.

## Report Cards

Computerized report cards are issued each grading period. They will be issued approximately one week following the end of the grading period.

Report Card Dates for 2019-2020:

1<sup>st</sup> Nine Weeks 10/17

3<sup>rd</sup> Nine Weeks 3/12

2<sup>nd</sup> Nine Weeks 1/9

4<sup>th</sup> Nine Weeks 5/27

Students' grades are updated regularly on Skyward. Parents are encouraged to monitor students' grades throughout the year.

If an erroneous grade has been recorded, correction must be made and initialed by the teacher.

A parent is encouraged to contact the Attendance Office for any problem that arises with a Skyward login.

## **Textbooks**

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept or damaged before another one can be issued. Upon presentation of the lost book, a refund will be given. Textbooks are the property of the Rutherford County Board of Education and will be returned at the end of the school year, completion of the course or withdrawal from school. The principal may impose the following sanctions against a student who fails or refuses to pay the fine imposed within a reasonable time:

1. Refusal to issue any additional textbooks
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.

The principal may waive the assessment of fines when in his judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

## **Attendance Policy**

Students are encouraged to establish good attendance habits. Regular attendance is an important factor in achieving success at school. Parents/guardian will be called when students are absent. A note from a parent or guardian is required for each absence. For any absence in excess of five, a doctor's statement is required, or the principal or his designee will determine whether the days are excused or unexcused.

After five unexcused absences, a letter will be sent to the parent(s) and the student will be reported to the county truant office. Court action against parents or guardian may result.

## **Excused absences**

The only excused absences are:

Doctor or dentist appointment (for student only)

A death in the immediate family (father, mother, brother, sister, aunts, uncles, or grandparents)

Personal illness

Required court appearance

Religious observances (TCA49-6-3005)

2 College Visits

**Parent Notes:** Eight parent notes will be accepted during the school year for an excused absence.

### **Procedure to follow after an absence:**

Note from home should be given to the attendance office. The note must contain the following information:

- A. Student's Full Name
- B. Date of Absence
- C. Reason of Absence
- D. Parent signature
- E. Phone number where parent can be reached.

The Attendance Secretary will excuse or not excuse the absence.

If the above procedure is not completed within five days, the absence automatically becomes unexcused.

The student is responsible for asking for make-up work.

The student will have a maximum of five days to make-up his/her work from the last day of the absence. If the five-day time period ends after the last day of the nine weeks and the student has not completed the make-up work, the student will be given an "I" (incomplete).

### **Mornings**

The school doors are opened each morning at 7:15.

### **Afternoon Dismissal**

1. Car riders who are not picked up within 20 minutes of dismissal should report to the office to wait for their ride. After school supervision is only available for 20 minutes after the bell.
2. Skateboards, skates, scooters, etc. may not be ridden on campus.
3. Transportation arrangements should be made before the student leaves home.

If you attend after school activities, be sure your ride picks you up promptly. Individual coaches & sponsors will advise students of pickup times.

### **Tardies to school and class (Per semester)**

#### **Unexcused Early Checkouts are considered Tardies**

1<sup>st</sup>-Warning

2<sup>nd</sup>-Warning, contact parent

3<sup>rd</sup>-Detention

4<sup>th</sup>-Detention

5<sup>th</sup>-Student referred to administration for ISS; further tardiness can result in OSS.

Early Dismissals count as tardies.

### **Restriction of Student Pick-up (Court Mandated)**

It is very important that parents notify the office of any changes in custody restrictions on student pick-up mandated by the courts. The custodial parent of any student placed on restricted pick-up should contact the office and make proper arrangements. A copy of appropriate signed court documents will be required for the student's file.

### **Check-out Policy**

Only parents or legal guardians may authorize a student to leave school during the school day. Check-out by phone will only be allowed in case of an emergency. The parent that called must speak personally with school personnel. If there is a question of legal guardianship, school officials reserve the right to require proof of custody before releasing a student. Teachers are not to release a student from a classroom until notified by the office. A student must be present in excess of 3 1/2 hours to be counted as present for the day. A note from a parent will be required before a student can check-out. A check-out note must contain the following information:

1. Student's full name
2. Date
3. Phone number where parent may be reached during the day
4. Reason for checking out the student
5. Time of checkout

6. Parent signature.

The student will give the check-out note to the attendance clerk when he arrives in the morning. The attendance clerk will issue a leaving pass to be signed by teachers of the classes he will miss.

The student will be called from class when the parent comes in to sign out the student. The leaving pass will be turned into the office at this time.

School officials may check the validity of any note. Any note requesting a check-out, which cannot be verified, will not be accepted, and permission to check out will be denied. A student checking out of school early without approval will not participate in after school events on that school day. Leaving early counts as tardy and is subject the same disciplinary procedures.

### **Withdrawal from School**

When a student withdraws from school for any reason during the school term, he or she must do so through the guidance department. This should be done on the last full day of attendance at CMS. All records must be cleared, textbooks returned, and indebtedness paid before a transcript of the student's record can be forwarded to another school for admission there.

### **Changes in Transportation**

Any time a student goes home in a manner different from his or her regularly assigned way, the student must have a written request, signed by the parent and approved by an administrator. The school will not permit students to make late arrangements by telephone to change transportation.

### **Changes in Registration Information**

Any change in registration information, such as address, phone numbers, etc. should be submitted to the attendance office as soon as possible. Current information is vital in times of emergencies.

### **Illness**

If you become ill at school, ask your teacher for a pass to the office. Students are not to leave campus due to illness without being released by the office. The office will contact parents. It is very important that you give the school several emergency phone numbers in the event of an emergency.

### **Medication**

Students are not allowed to bring prescription or non-prescription medications to school or carry them in backpacks, lockers, purses, etc. (Example: Tylenol, Midol, Excedrin, etc.) Students who use asthma inhalers or diabetic medications will be allowed to carry their medication with special permission. If a student must take medication while at school, the parent/guardian must obtain a Self-Administration of Medication form from the clinic. A parent or guardian **MUST** bring the medication to the clinic in the **ORIGINAL** container from the pharmacy. **ALL** medication must be kept in the school clinic or office and will be self-administered at the appropriate time by the school nurse or trained personnel.

### **Accidents**

In the event of an accident involving injury, school officials will secure medical care. Payment for this care will be the responsibility of the parent or legal guardian of the student. The parent or legal guardian will be contacted immediately.

## Communicable Diseases

Rutherford County Board policy states that it is the duty of school authorities to exclude any child from school who is infected with or suspected of having measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis, scabies, and other illnesses designated by the local health officer as requiring exclusion. If a child has been exposed to a communicable disease, a letter will be sent home to notify the parent of such exposure.

Prior to readmission to school, a student diagnosed as having a communicable diseases must have a statement from a physician or the health department stating that the disease is no longer communicable.

## Head Lice

Rutherford County Schools has a “no nit” policy. This means that students will not be allowed to attend school if they are infested with lice, whether they are crawling or nits. Students must be treated at home and are allowed to miss only one day. Students must also be checked upon their return to ensure that they are no longer infested.

## Discipline Procedures

In accordance with Discipline Procedures of the Rutherford County School System, dispositions are outlined below. Disciplinary action will include appropriate hearings and reviews and, in all cases, the rights of the individuals will be ensured and protected. Please refer to the Rutherford County Student Handbook and Code of Behavior Discipline for additional information.

Discipline is the primary responsibility of the parent and the student. Student behavior shall reflect standards of good citizenship demanded of members of society. The vast majority of our students displays these values and is very well-mannered. Occasionally, students do stray from the accepted conduct and are disciplined.

**Suspension:** Suspension from regular school is the result of serious infractions of school policy. There are two types of suspensions, in-school suspension and out of school suspension.

**In School Suspension (ISS):** Students assigned to ISS must report to school at the regular time, but they must report to the office upon entering the building. Students present in ISS are not counted absent and the work they complete will count toward the nine-weeks grade. Serving in ISS does not penalize a student academically. Teachers will send assignments to the ISS supervisor and students should be prepared for a full day of academic study.

**Out of School Suspension (OSS):** The more serious level of suspension is OSS. Students are not allowed to attend school or any school event or activity during the period of suspension. The days a student misses during OSS are counted as unexcused absences. The school work must be made up so that it can be counted toward the nine-weeks grade. Parents are urged to have the student do the work he/she is missing in class during the time they are out of school.

**After School Activities:** Students receiving disciplinary actions may be restricted from attending or participating in after-school activities for a length of time as determined by the administration. Any disciplinary infraction at an after-school activity may be grounds for a permanent ban from any after-school activities. Repeated failure for the student to have a ride at the activity at the appropriate time may lead to restrictions being placed on the student’s attendance at these activities.

## **Miscellaneous**

### **Lockers**

Lockers are issued at the beginning of the school year. Locks may be rented for \$2. No personal locks will be allowed. You are responsible for keeping your locker clean and locked. A \$5 charge will be made for any replacement lock or lock not returned at the end of the year.

### **Lunch Charges**

Lunches may be charged by middle school students only by Rutherford County School Board Policy. Letters will be sent home as a reminder about any unpaid charges. MyPayments Plus allows you to manage your child's account online. You may make deposits, create settings to auto-replenish or receive free reminders when the balance is low. Your account # is your child's Student ID/Library #.

### **SRO (School Resource Officer)**

Central Magnet School participates in the School Resource Officer Program. A Deputy Sheriff with the Rutherford County Sheriff's Department is assigned fulltime to the school. This officer has three primary duties.

1. Law Enforcement
2. Teaching
3. Advising/consulting

### **Sales**

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

### **Tornado Drill/Lockdown Drills**

The law requires fire and severe weather drills to be conducted. CMS is equipped with an emergency alarm system. Setting off a false alarm is against the law. Students doing this will have disciplinary action taken. Teachers will familiarize students with the procedures to follow during an emergency drill. General information will be posted in every classroom. These drills are to be taken seriously. Do not talk. Do not run. Freeze - listen for directions.

### **Visitors to Campus**

All visitors must enter the building through the front doors by the main office. All other doors will remain locked. Visitors must sign in and remain in the lobby until receiving information from the staff to go elsewhere in the building. Passes must be worn and visible. CMS is a closed campus. Friends, relatives, and students from other schools may not visit classes during the school day. We will continue to use Raptor to help protect our students and staff. Raptor helps track visitors, contractors and volunteers at our school, thus providing a safer, more-monitored environment for the students. When visitors check-in, they will be asked to present a valid state-issued ID for entering into the system. Raptor will produce a photo ID sticker that will serve as your visitor's pass. All visitors will be required to wear this sticker while visiting campus.

## **Classroom Responsibilities and Rules**

Teachers will explain classroom expectations to all students at the beginning of each school year. Classroom rules will be posted in each room. Students are to observe these rules or be subject to disciplinary action. Repeated or excessive misconduct will result in the referral of a student to the office.

### **Assemblies**

Students are expected to enter the gym/auditorium quietly and orderly, sit properly and be courteous and respectful. The appearance of someone on stage or at the microphone is the automatic signal for silence. Whistling and booing are always in poor taste. **When dismissed from an assembly, students will be supervised by teachers and staff.**

### **Field Trips**

All school rules apply.

Permission slips and money for field trips must be turned in by the assigned deadline.

Students will not be allowed to call home for permission to go on a field trip.

### **Computer Use Policy**

All students and parents will be required to sign a technology permission authorization.

Disciplinary action will be taken for inappropriate use of any school computers.

### **Dress Policy**

Decency, good taste, and the normal standard of the community are to be maintained in dress and grooming by all students. The CMS dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school as a whole. Any dress or hairstyle that is considered contrary to good hygiene, distracting or disruptive in appearance or detrimental to the educational environment or the public image of the school will not be permitted. The administration has the right to determine if attire or appearance is inappropriate for school. Students should follow these guidelines:

1. Student dress will not lead school officials to believe apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives.
2. Any dress considered too revealing will not be allowed. See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter-tops, mesh or sleeveless shirts are not permitted. No skin should be visible between shirts and pants while sitting or extending hands overhead.
3. Shoes must be worn at all times. (No house shoes). Sunglasses are not to be worn inside the building except when prescribed by a doctor for inside wear.
4. Shorts and skirts must be at least as long when the tip of the longest finger when the student's arms are beside the body. No holes are allowed above this point either. Biking shorts, spandex, tights or boxer shorts are not permitted.
5. Clothing, accessories, or any item that advertises substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school. Hats, scarves, hair picks, stocking caps, hair curlers, and other head covering, disruptive hair styling are not permitted.

6. Clothing must be size appropriate.
7. All chains and chains with medallions must be tucked beneath shirts. No chains or metal clips will be allowed on clothing.
8. Pajamas should not be worn to school.
9. Clothing should not have writing on the seat.
10. Shoes should have no wheels at any time on campus.
11. Clothing should not have suggestive writing.

When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal will administer appropriate consequences. These consequences include, but are not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and/or other disciplinary action as deemed appropriate. Our goal is modesty and no distractions during the learning process.

#### **Miscellaneous Items**

Students should not spray perfumes, deodorants, body sprays etc. at school. This is a health concern for children with breathing difficulties.

#### **Updates**

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

#### **Title VI, Title IX and Section 504**

“The Rutherford county Board of Education does not discriminate in any program, activity, or employment on the basis of handicap, sex, race, or national origin as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or Title IX”. Inquiries regarding compliance with Title IX should be directed to Dr. Phyllis Washington. Inquiries regarding Section 504 or the American Disabilities Act should be directed to Shirley Bell or Paula Barnes. The current complaint managers for complaints involving sexual harassment are Paula Barnes and Don Odom. The Rutherford County School System address is 2240 Southpark Boulevard, Murfreesboro, Tennessee 37128.

#### **System Telephone Numbers**

Rutherford County School System: 615-893-5812.

Rutherford County Schools Message Center: 615-904-3818.

Rutherford County School System Web Address: [www.rcschools.net](http://www.rcschools.net)

Snow Line/Emergency School Closing Line: 615-904-3883