

# Siegel Middle School

*"Home of the Cavaliers"*

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## **I. BELIEFS, VISION, MISSION, AND GOAL STATEMENT**

### **Beliefs**

- Students will gain new knowledge through the use of multiple learning strategies differentiated to meet and exceed each student's individual needs.
- Teachers will use a variety of developmentally appropriate methods tailored to appeal to the diverse learning styles of all students.
- Students will complete frequent and varied assessments in order to check for mastery of the Tennessee Curriculum Standards. Teachers will use these results to plan data-driven lessons, remediation, and enrichment.
- The feedback of the faculty, staff, community members, parents, and students will be recognized and used to facilitate the decision making process. Decisions will be based on the school data and research methods.
- Faculty, staff, community members, parents, and students will support mandated school board policies and individual school policies established through collaborative efforts.
- Expectations and policies will be communicated to faculty, staff, community members, parents, and students.

### **Vision Statement**

The vision of Siegel Middle School is to continue to meet and exceed the needs of all learners, thereby empowering them to be responsible, productive, contributing members of society.

### **Mission Statement**

Our mission at Siegel Middle School is to establish a strong foundation for lifelong learning and provide challenging expectations in a safe and structured environment. By working cohesively with parents and the community, our goal is to empower students with the necessary skills to become self-directed, responsible citizens who will succeed in a diverse and ever-changing society.

### **Goal**

The primary goal of Siegel Middle School is to create an environment conducive to student success and have our students leave the eighth grade ready for high school. An important part in attaining this goal is the student's willingness to cooperate and accept responsibility for his actions. This handbook is to inform you of the policies and guidelines of our school. It contains explanations of the expectations that we have for our students in areas such as attendance, academics, conduct, and other aspects of school life. Both students and parents are to read this handbook and the Rutherford County School System Code of Behavior and Discipline brochure to become familiar with the rules that apply to students at Siegel Middle School.

## **II. OPERATIONS**

### **Agendas**

Students are to have their agendas with them at all times during the school day. The agenda is an important tool used to help keep students organized. In addition to being a day planner, it is also used to keep up with student attendance, as a hall pass, as a communication device between parents and the school, and as a tool to record grades, assignments, and homework. If a student loses their agenda, a new one is to be purchased for \$6. Students are not allowed to use more than one agenda

and are not allowed to call home if they forget their agenda. Consequences for not having one's agenda are counted per semester and will result in the following:

- 1<sup>st</sup> offense- temporary agenda and warning
- 2<sup>nd</sup> offense- temporary agenda and 1 day lunch restriction
- 3<sup>rd</sup> offense- temporary agenda and 2 days lunch restriction
- 4<sup>th</sup> offense- temporary agenda and 1 day 8<sup>th</sup> period
- 5<sup>th</sup> offense- R1
- 6<sup>th</sup> offense- R2
- 7<sup>th</sup> offense- R3
- 8<sup>th</sup> or more- administration referral

### **Arrival/Dismissal**

Our doors are unlocked at 7:15 a.m. Students arriving between 7:15 a.m. and 8:00 a.m. are to report to the gymnasium, auditorium or cafeteria and will remain there until they are dismissed. Only students who participate in the school breakfast program are allowed to report to the cafeteria and are seated by grade; students not eating breakfast must report to the auditorium (6<sup>th</sup> grade) or gym (7<sup>th</sup> & 8<sup>th</sup> grades) and are seated by mini school. Bus riders will enter and exit through the front doors; morning car riders will be dropped off and enter through the back doors by the gym or cafeteria.

Afternoon car riders will leave through their assigned exits. Walkers and bicycle riders are to leave campus when they are dismissed. Students who remain after school for athletic or club activities will remain in class until 3:15 p.m. The bell schedule will be posted in each classroom at the beginning of the year.

### **Attendance Policy**

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. Absences will be classified as either excused or unexcused as determined by the principal or her designee. Absences will be excused for the following reasons:

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Dental or medical appointments. It is recommended that these appointments be scheduled after school or when school is not in session. The school may require verification of a doctor's visit.
5. Required court appearances. Verification may be required.
6. Extreme weather conditions (Rain doesn't count)
7. Religious observances
8. Extenuating circumstances, with appropriate documentation, which in the judgment of the principal constitute a good and sufficient cause of absence from school.

A doctor's statement may be required after three days of personal illness. When a student has accumulated ten absences, whether excused or unexcused, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent (the eleventh and all thereafter) absences to be excused.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

### **Bus Regulations**

Riding the school bus is a privilege. Improper conduct on the bus will result in the privilege being denied. The bus is an extension of the school, and the same conduct is expected on the bus as at school. A student who rides the bus is to report to the gymnasium, auditorium or cafeteria as soon as

he/she arrives at school, and is to report to the bus when dismissed. Bus riders are to board the bus at their assigned bus stops and are to catch the bus to go home in the afternoons at Siegel Middle School. Students are not to get off at the high school in the mornings and are not to catch the bus at the high school in the afternoons. Failure to follow these guidelines will result in disciplinary action.

### **Car Riders/Walkers/Bicycle Riders**

Students who ride bicycles or who are car riders are to enter and exit through the back of the building and are to report to the gymnasium, auditorium or cafeteria immediately upon arrival to school. Bicycles are to be locked in the bicycle rack. Students who chain their bicycles to trees, signs, etc. are subject to having their locks cut and bicycle confiscated. Students who choose to leave their bicycles unchained in the bicycle rack run the risk of having them stolen. The school is not responsible for stolen property. Walkers and bicycle riders are to leave school grounds immediately after they are dismissed. Students are not permitted to loiter on school property. Car riders will wait in their designated areas until their ride arrives. Once students leave school for the day, they will not be permitted to return to school unless they have specific school related business.

### **Check-out Policy**

Only parents or legal guardians may authorize a student to leave school early during the school day. If there is a question of legal guardianship, school officials reserve the right to require proof of custody before releasing a student. An authorized person wanting to check a student out of school early must come into the office to sign the student out. When returning to school from an early checkout, the student will need to present their agenda to the attendance clerk who will stamp the agenda excused or unexcused. Early checkouts will be excused following the same guidelines as excused absences. Students returning from a doctor or dentist visit will be excused upon presentation of the verification provided to them by their doctor or dentist. Teachers are not to release a student from a classroom until notified by the office.

### **Students will not be able to check-out after 2:40 p.m. unless prior approval is given by the principal or designee.**

Any student checking out of school early unexcused, or without approval of the principal, will not participate in after-school events on that school day. Students must attend the major portion of the school day to participate in extra-curricular activities that day.

### **Field Trips**

All school rules regarding appropriate dress and student behavior apply during field trips. Permission slips and money for field trips must be turned in by the assigned deadline. Students will not be permitted to call home and buses will not be delayed because of “forgotten permission slips”.

### **Halls**

Students should be in the hall only at the beginning and end of the school day, during class change, going to or from lunch or assemblies, or during class when they have special permission. When in the hall during class time, a student must be accompanied by a faculty member or have his agenda signed by a teacher.

### **Returning to School**

A student returning to school after an absence must have his/her agenda stamped by the attendance clerk before he/she will be permitted to return to class. The attendance clerk will stamp agendas in the gym area until 8:00 a.m. A student who arrives at school after 8:00 a.m. will have his/her agenda stamped in the office. The student must have a note from his/her parent with the following information:

1. Student's name
2. Date of absence
3. Reason for absence
4. Parent's signature & telephone number where parent can be reached

The student's agenda will be stamped either excused or unexcused. Students will be allowed to make up work in accordance with the Rutherford County Board of Education Attendance Policy. Students that fail to follow these procedures are subject to disciplinary actions.

### **Sales**

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

### **Tardies/Early Check-outs**

Students are expected to arrive at school before 8:00 a.m. and are expected to remain at school until the end of the official school day. Any student arriving after 8:00 a.m. must report to the office and have his/her agenda stamped before being admitted to class. Students leaving school before 3:00 p.m. must checkout through the office and have their agenda stamped upon their return to school. Students who checkout of school early without adequate excuse will be considered truant. Parents who drive their children to school are expected to make the necessary arrangements that will enable their children to arrive on time. Excessive traffic, car problems, etc. are not considered acceptable excuses. Promptness to school and to each class is important. Students have four minutes between classes. Tardies and early checkouts are counted per semester. Tardy(s)/early checkout(s) will be classified as either excused or unexcused as determined by the principal or her designee.

Consequences for unexcused tardy(s) to school/early checkout(s) are listed below:

1 <sup>st</sup> and 2 <sup>nd</sup> tardy/early checkout	Warning
3 <sup>rd</sup> tardy/early checkout	Parent Contact
4 <sup>th</sup> tardy/early checkout	1 day lunch restriction
5 <sup>th</sup> tardy/early checkout	2 days lunch restriction
6 <sup>th</sup> tardy/early checkout	1 day 8 <sup>th</sup> period
7 <sup>th</sup> tardy/early checkout	R1
8 <sup>th</sup> tardy/early checkout	R2
9 <sup>th</sup> tardy/early checkout	R3

A doctor's statement may be required for students who accumulate excessive tardies/early checkouts due to personal illness.

Classroom tardies will be issued the same steps as all other classroom discipline occurrences.

1. Warning & Parent Contact
2. Educational Assignment & Parent Contact
3. Early Morning School & Parent Contact
4. 8<sup>th</sup> Period & Parent Contact
5. Dean Referral & Parent Contact

### **Transfers**

Students who transfer to schools within the Rutherford County school system and do not change their residence must apply for a zone waiver. The zone waiver must be signed by the principals of both schools and must be approved by the Central Office.

## **Transportation Changes**

Parents should notify their child's last period teacher when their child's standard means of transportation home in the afternoon changes. A note written in the child's agenda will suffice. A written request from a parent or guardian is also required when a change in bus transportation is necessary. This request must be submitted to the office before first period to be approved by the administration.

## **Visitors**

All visitors are required to report to the office. Most visitor business can and should be handled in the office. All visitors must present a drivers license to be issued a *visitor's pass* before visiting any other part of the school. The principal must approve exceptions to this policy in advance. Students are not allowed to have visitors during the school day.

The parking areas in the front and rear of the building are available for visitor parking. Parking in the bus lane in the front or rear of the building or other unmarked areas is not permitted at any time.

## **Withdrawal**

Parents wishing to withdraw their child from this school for any reason during the school term must complete the following:

1. Complete and submit, in person, a *Notice of Withdrawal* form to the guidance department,
2. Return all books and school property,
3. Clear any debts, fees, or fines.

Parents may pick up a copy of current grades two days after the above requirements have been satisfied. School records will not be forwarded to the next school unless the withdrawal process is complete. A *Notice of Withdrawal* form may be downloaded from the Siegel Middle School Guidance webpage.

## **III. ACADEMIC AFFAIRS**

### **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

Report cards are distributed at the end of each grading period. The grade will be determined from daily work, written assignments, projects, assessments, and other work graded by the teacher during the grading period. The teacher will weigh the value of grades given for various assignments within the grading period when computing the grades for each student. The final grade for the year will be determined by averaging the two semester grades.

### **Make-up Work**

Assignments will not be sent home while students are absent. Rutherford County Board of Education policy allows assignments to be made up within five days of returning to school. A student who has been absent is responsible for all assignments during his/her absence.

### **Parent/Teacher/Administrator Conferences**

County-wide parent/teacher conferences are scheduled during the year. Additional conferences may be arranged by calling teachers during their planning period. Teachers may not leave their class during class time to conference with parents.

Since it is the goal of the administration of Siegel Middle School to begin each day as orderly as possible, **the administration will be available for parent conferences and to receive or return telephone calls after 9:00 a.m.** Please contact the school secretary to make appointments.

### **Remediation**

Students may be assigned to remediation classes which are designed to help students that are not proficient in the current content standards or who are at-risk of failing. Remediation may take place before, during, or after school depending on the academic needs of the student and their teachers' schedule. Failure to attend assigned remediation classes will result in disciplinary consequences. All students will receive remediation and/or enrichment during Cavalier Time each week.

### **Report Cards**

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

A special deficiency report of students who are failing will be sent to parents after the first semester. Deficiency reports may also be sent during any grading period when necessary.

### **Student Recognition**

Students will be recognized in a variety of ways. The following brief descriptions will explain each form of recognition:

Principal's List	Student must have all A's on their report cards.
Cavalier Honor Roll	Student must have more A's than B's.
Honor Roll	Student must have all A's and B's.
Perfect Attendance	Student must have been present the major portion of each school day and must not accumulate the equivalent of a full day absent due to tardies or early checkouts.
Cavalier of the Month	Teachers will select a student representative from each mini-school that they believe best represents the character trait of that nine-weeks.

Break Privileges	The administration may grant break privileges as a reward to students, classes, grade levels, or the entire student body for exceptionally appropriate behavior, exemplary character and attitude, outstanding school participation, academic excellence, etc. Break is a privilege that may be revoked at any time by the administration or designee at their discretion. Please remember that break is not a required part of the school day.
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### **Textbooks**

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. It is recommended that students use book covers to reduce the possibility of damage to their textbooks. A student will be required to pay for a textbook that is lost, stolen, 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 report cards 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 is not responsible for the damages.

#### **IV. STUDENT CONDUCT**

##### **3-Tier Discipline Plan**

###### **Tier 1- Classroom Teacher Discipline Steps**

1. Warning & Parent Contact
2. Educational Assignment & Parent Contact
3. Early Morning School (7:15am-7:55am) & Parent Contact
4. 8<sup>th</sup> Period (3:15pm – 4:15pm) & Parent Contact
5. Dean Referral & Parent Contact

###### **Tier 2- Dean of Students Discipline Steps**

- R1 – 100 min. of Restriction\* during Non – Instructional time per week
- R2 – 150 min. of Restriction\* during Non – Instructional time per week
- R3 – 200 min. of Restriction\* during Non – Instructional time per week
- Administration Referral

**\*Restriction** - A requirement that the student complete an assigned number of minutes depending on the step the student is currently on. R1 100 min., R2 150 min, R3 200 min. These minutes must be completed before school (Early Morning School- 7:15-7:55), after school (8<sup>th</sup> Period- 3:15 – 4:15), and/or during lunch (Lunch Restriction).

###### **Tier 3- Administration**

- Administration will assign appropriate, consistent consequences which could include any level of restriction, community service, ISS, OSS or remandment.
- **Automatic Administration Referrals**
  - For actions such as but not limited to:
    - Fighting
    - Vandalism (major) – Destruction of property
    - Disrespect
    - Possession of tobacco
    - Theft
    - Drugs
    - Weapons

##### **Assemblies/Athletic Events**

The following guidelines apply for assemblies and/or athletic events:

1. Students are expected to enter the auditorium or gymnasium in a quiet, orderly manner.
2. Students are expected to be respectful and courteous at all times.
3. The appearance of someone on stage or at the microphone is the automatic signal for the audience to become silent.
4. Students are not permitted to leave and then re-enter an event unless they pay to re-enter that event.
5. If a student chooses to return to an evening activity such as a ballgame or band concert, he is expected to arrange his transportation in advance. Phones will not be available for student use. Most home football and basketball games are over by 8:00 p.m. Students without rides after games may not be permitted to attend future events.
6. Loitering in the lobby, restrooms, or doorways is not allowed.
7. All school rules are in effect at all school sponsored events.
8. A student who fails to act appropriately will be asked to leave and will not be admitted to future events.

### **Bullying and Intimidation**

All students have the right to attend school without being bullied or intimidated by fellow students. The faculty, staff, and students of Siegel Middle School do not tolerate bullying or intimidation and violators will be subject to disciplinary action. Students are encouraged to take a stand against and report incidents of bullying to their teachers, guidance counselors, school resource officer, or an administrator.

### **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 they will be subject to disciplinary action. Repeated or excessive misconduct will result in the referral of a student to a dean or administrator.

### **Conduct Violations**

Conduct violations include but are not limited to the following:

1. Loitering in unauthorized areas
2. Skipping school
3. Possession of cigarettes, electronic cigarettes, lighters, matches, smoking, or smoking paraphernalia
4. Possession of games, toys, cards, pagers, iPods, electronic devices, etc. Use of cellular telephones
5. Disrespect to faculty, staff, or other students
6. Willful and persistent violation of the school rules
7. Immoral or disreputable conduct, including vulgar or profane language
8. Violence or threatened violence against the person or any personnel attending or assigned to any school
9. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school
10. Theft of any kind regardless of the monetary value of the stolen property
11. Marking, defacing, or destroying school property
12. Possession of a pistol, gun, or firearm on school property (Zero tolerance offense)
13. Possession of knife, etc., as defined in TCA 39-17-1301, on school property (Zero tolerance offense)
14. Assaulting a principal or teacher with vulgar, obscene, or threatening language
15. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101 (Zero tolerance offense)

- 16 Sexual Harassment (The Rutherford County Board of Education policy will be followed)
17. Making racial or ethnic slurs/bullying others
18. Lying or fraudulent behavior
19. Inciting, advising, or counseling of others to engage in any of the acts previously listed
20. Any other actions or conduct prejudicial to good order or discipline.

## **Dress Code**

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school.

Students are prohibited from wearing any type of clothing, apparel, or accessory which denotes such student's membership in or affiliation with any gang associated with criminal activities. The local law enforcement agency shall advise the local board upon request, of any gangs which are associated with criminal activities.

Clothing and accessories bearing slogans that are about, advertise, imply, or are suggestive of drugs, alcohol, sex, obscenities, or prove to be a disturbing influence shall not be allowed in the Rutherford County School System.

Shorts, skirts, and dresses must be as long as or longer than the tip of the longest finger when the student's arms are relaxed by the side of the body. Pants, skirts, dresses, or shorts should not have any holes of any kind above finger-tip level. Clothing must be size appropriate. Sagging is not allowed. All belts, buttons, and fasteners must be fastened at all times.

Student attire that is 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. Skin should not be visible between shirts and pants while sitting or extending hands overhead. Undergarments must be covered and not visible through clothing. Pajamas are not permitted. House shoes are not permitted and shoes must be worn at all times.

Shirts, skirts, shorts or dresses worn over leggings must be as long as or longer than the tip of the longest finger when the student's arms are relaxed by the side of the body.

Hats, head scarves, hair picks, stocking caps, hair curlers, and other head coverings may not be worn in school. Sunglasses are not to be worn in any fashion inside the building except when prescribed by a doctor for inside wear. Long chains, heavy necklaces, and chains with medallions or pendants must be tucked beneath shirts.

Students are to keep book bags, backpacks, mini-backpacks, and large book size/oversized purses in their lockers except when arriving or departing school.

Special Dress Down Days/Special Events/Spirit Days: Scheduling and dress for these days will be under the direction and discretion of the principal.

Students are expected to come to school dressed appropriately and are not permitted to call home to correct a dress code issue. When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal or designee will administer appropriate consequences. Consequences for dress code include but are not limited to:

- 1<sup>st</sup> offense- warning and infraction corrected by clothes provided
- 2<sup>nd</sup> offense- 1 day lunch restriction and infraction corrected by clothes provided
- 3<sup>rd</sup> offense- 2 days lunch restriction and infraction corrected by clothes provided
- 4<sup>th</sup> offense- 1 day 8<sup>th</sup> Period and infraction corrected by clothes provided

- 5<sup>th</sup> offense- R1 and infraction corrected by clothes provided
- 6<sup>th</sup> offense- R2 and infraction corrected by clothes provided
- 7<sup>th</sup> offense- R3 and infraction corrected by clothes provided
- 8<sup>th</sup> or more- administration referral

Students who repeatedly violate the dress code may be suspended out of school for willful and persistent violation of the school rules. Administrators will make the final determination when dealing with the appropriateness of student dress.

### **Due Process**

Due process will include appropriate hearing and reviews in all cases; the rights of individuals will be ensured and protected.

### **Electronic Devices**

Unauthorized use of electronic devices such as cellular telephones, iPods, iPads, MP3 players, Apple watches, gaming devices, etc. is not permitted. Students that bring electronic devices to school do so at their own risk. All cellular telephones and electronic devices are required to be off and out of sight, including during safety drills and cases of early dismissal due to inclement weather, etc., unless specifically authorized by the administration. Students that violate the Rutherford County Board of Education policy and/or Siegel Middle School rules pertaining to cellular telephones and electronic devices will have their device confiscated. Cellular telephones can be claimed at the end of the day by a parent/guardian or student. Consequences listed below will apply.

#### Cellular telephones

- 1<sup>st</sup> offense- warning
- 2<sup>nd</sup> offense- 1 day lunch restriction
- 3<sup>rd</sup> offense- 2 days lunch restriction
- 4<sup>th</sup> offense- 1 day 8<sup>th</sup> Period
- 5<sup>th</sup> offense- R1
- 6<sup>th</sup> offense- R2
- 7<sup>th</sup> offense- R3
- 8<sup>th</sup> or more- administration referral

#### Other electronic devices

Electronic devices will be kept for the following number of days:

- 1st offense- Device confiscated for 5 days.
- 2nd offense- Device confiscated for 10 days.
- 3rd offense- Device confiscated for 9 weeks.
- 4th offense- Device confiscated for the remainder of the year.
- 5th and more- Repeated offenses in excess of the 4th violation will be considered willful and persistent violation of the rules.

Appropriate consequences for defiance will be administered to any student that is in violation of the electronic device policy but refuses to comply with a teacher's instructions regarding confiscation. Teachers, faculty, staff, or administrators are not financially responsible for confiscated items. The school is not responsible for lost or stolen electronic devices.

### **Students' Rights and Responsibilities**

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution, the laws of the State of

Tennessee and policies, rules and regulations of the Rutherford County Board of Education, and Siegel Middle School.

### **Vandalism and Property Damage**

Our school building and equipment are made available through taxes paid by all citizens of Rutherford County. Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from the willful destruction of school property. Accidental damage to school property should be reported to a teacher or to office personnel immediately.

## **V. STUDENT SERVICES**

### **Cafeteria**

Breakfast will be served from 7:15 - 7:45 a.m. The breakfast price for students in grades 6-12 is \$1.25. The lunch price for students in grades 6-12 is \$2.50. Extra milk is \$.40. Students must bring their lunch or purchase a school lunch before they will be allowed to purchase a la carte items. Only one charge is permitted until that charge has been paid.

The cafeteria management and your fellow students will appreciate your cooperation in the following areas:

#### Cafeteria Procedures

1. Students will sit at their assigned tables. Students who fail to sit in their assigned areas will be assigned R1.
2. Students will line up in the designated area and will not block the flow of traffic.
3. All students, including those purchasing milk, juice or ice cream, etc., will go through the line. Students wishing to purchase a la carte items must have a lunch from home or must purchase a school lunch before they may purchase these items.
4. Students are required to get everything they need when they go through the line.
5. Students are not permitted to break line for any reason.
6. After getting their food, students will return to their seats and remain seated.
7. When students have finished their meal, they will be given permission to return their tray to the tray room and line up in their designated area.
8. Students will be dismissed by the cafeteria supervisor.

#### General Rules

1. Noise will be kept to an acceptable level as determined by the cafeteria supervisor.
2. Students are responsible for cleaning up after themselves.
3. Students are expected to use good manners.
4. Food or drinks may not be taken from the lunchroom.
5. Commercial or fast food type lunches are not permitted.
6. Visitors, other than immediate adult family members, are not permitted during lunch.
7. Students will be assigned table-washing duties on a weekly rotating basis. All students are expected to participate.
9. The consequence for throwing food, liquids, condiments, etc. is ISS.
10. The consequence for theft of any cafeteria item is 3 days OSS.
11. Cafeteria procedures may be modified at any time by the cafeteria supervisor. Notice will be given to students of any changes.

The cafeteria supervisor will employ a variety of methods to encourage students to follow the cafeteria procedures. These methods may include isolated lunch, no talking, restriction, public service work, suspension, and other disciplinary measures as deemed appropriate.

### **Computer Use**

Students and parents will be required to sign a technology permission authorization. Disciplinary action will be taken for inappropriate use of any school technology.

### **Deliveries**

Items delivered to the school from the florist, etc., will be delivered to the students at the end of the day. The school is not responsible for student deliveries. Deliveries will not be accepted on or for Valentines Day. Instead, on Valentines Day, parents are invited to show their love and support of their child by joining them for lunch at school.

### **Guidance Services**

Counseling services are available to students at Siegel Middle School through the guidance office. A student is welcome to come by the guidance office during Cavalier Time, homeroom, or other non-instructional times as approved by the teacher. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.

### **Library**

The library is designed to make supplementary resources available to all students at Siegel Middle School. The library may be used during Cavalier Time or other times as permitted by the teacher or scheduled by the media specialist. If a book is lost or damaged, the student must pay the cost of replacing the book. Students must have their agenda signed when going to the library unless accompanied by the teacher. The fine for overdue books will be posted in the library.

### **Lockers and Locks**

Hall lockers and locks are available for student use and will be assigned by homeroom teachers. Students are responsible for keeping their lockers clean and locked. Only locks issued by the school may be placed on school lockers. A \$5.00 replacement fee will be charged for lost locks. Students are cautioned about giving their combinations to other students. Students who choose not to use a lock are cautioned not to keep money or valuables in their lockers. Damage to lockers caused by misuse will be charged to the student. Student lockers are school property, and school officials reserve the right to open and inspect any school locker at any time.

### **Medications**

School officials or teachers will not routinely dispense medication to students except in unique situations in which a child's health is dependent upon emergency medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the parent/guardian must turn in form ADM 5-27(A), "Permission for Administration of Prescription or Non-Prescription Medication." The school will not provide medicines of any type for students. **A parent must bring the medication in the original container to be checked into the Nurse's office. All medication must be checked into the Nurse by a parent. Students are not permitted to bring prescription or non-prescription medicine to school at any time.**

### **Parent Volunteers**

Parents are encouraged to remain involved in their child's education. Opportunities for parents to be involved at Siegel include but are not limited to: Siegel Sprint, cookie dough sale, and/or any other school fundraisers, character education, career day, homeroom volunteer, mini-school volunteer, teacher appreciation luncheon, and dance chaperone.

### **School Insurance**

School insurance is available to all students. Information will be available to students at the beginning of the year. Participation in this program is optional. Students taking part in athletics must provide proof of medical insurance.

### **School Resource Officer**

The School Resource Officer is available to provide law enforcement services, law-related counseling, and to provide law-related classroom instruction to students at Siegel Middle School. Students are encouraged to contact the SRO anytime they are aware of any potentially serious or criminal activities. Students are to use homeroom or Cavalier Time if they need to see the SRO for other matters. Students are to use the school guidance counselors for counseling situations that are not law related.

### **Student Messages from Parents or Guardians**

Please notify the office before 2:40 p.m. in order to ensure that your child receives any messages from parents or guardians. Due to our limited office staff and because of the large volume of telephone calls and office traffic just before and at dismissal, it is quite possible that your child might not get a message if it is called in after 2:40 p.m. We appreciate your cooperation and encourage parents and students to make all possible arrangements in advance.

### **Telephones**

Rutherford County Board Policy prohibits students from using cellular telephones during the school day except for instructional purposes as directed by the teacher. Student use of the office telephone during the school day is discouraged. Because a large part of our mission is to develop self-directed, responsible citizens, students will not be permitted to call home for forgotten items such as lunch money, homework, agendas, etc. Suffering the consequences for being irresponsible is a great learning experience that will only reinforce the need to become self-directed and responsible. Parents and students are to make transportation arrangements, afternoon plans, etc. in advance. The school secretary is extremely busy during the day taking care of school related business and should not be used as a personal messenger for students. Students will be permitted to use the telephone only in case of an emergency. Students will not be called from class to the telephone unless it is an emergency. Students are not permitted to use telephones located in classrooms unless granted special permission by their teacher. A student must have his agenda signed by his teacher before coming to the office to use the telephone. Because telephones are available for student use in cases of emergency, Rutherford County Board Policy prohibits students from using cellular telephones during the school day.

## **VI. STUDENT ACTIVITIES**

### **After-School Activities**

The school schedules a variety of sporting events, dances, and activities each year. A detailed calendar and schedules will be posted on the school website. All school rules are in effect at these functions.

### **Athletic Eligibility**

To be eligible to participate in athletics, a student must pass all subjects including

Exploratory classes each grading period. Any athlete that receives a failing grade on his/her report card will be immediately placed on academic probation for three weeks. Athletes will not be able to attend practice, travel with the team, or participate in games during the probationary period. The three-week probationary period will begin on the day report cards are issued and will extend for three weeks. At the end of the probationary period, the student's average in every class must be passing in order to be reinstated on the team. Grades will continue to be checked every three weeks or until the end of the grading period. Continued failure may result in permanent dismissal from the team.

Siegel Middle School also expects our athletes to be good student leaders and role models. Any athlete that continues to be a disciplinary problem or who fails to represent himself/herself, their team, or the school in a positive manner may be dismissed from the team.

A valid birth certificate, physical form dated not prior to April 15, insurance form, proof of residence in our zone, and all required TSSAA sports forms, must be presented to the coach before the student will be allowed to tryout or practice with the team. The student must adhere to all rules and regulations of the school and team.

### **Athletics, Arts, and Clubs**

Student athletics and clubs are optional extra-curricular activities in which students may choose to participate. Parents, at their discretion, may provide the school with written notification prohibiting their child's participation in any voluntary activities.

Arts and Crafternoons	Students meet monthly to create and design art projects. A small fee is required depending on the project.
Athletics	Siegel Middle School athletics include archery, baseball, basketball, bowling, cheerleading, cross country, dance team, football, golf, soccer, softball, tennis, track & field, trap, and volleyball.
Band	Band is available to all sixth, seventh, and eighth grade students. Appropriate grades must be maintained to remain in band.
Beta Club	The Beta Club recognizes academic achievement, character, service, leadership; membership is by invitation only. Students must have more A's than B's and have a 93 average after the first semester to be eligible to join. A \$20 fee pays for National Junior Beta Cub dues and an additional \$120 pays for State Beta Club Convention.
Builders Club	Builders Club is an international organization for middle school students that focus on building character and developing leadership through service. There is no financial obligation to participate.
Drama Club	A club that inspires students to reach their creativity, involving the performing arts. The purpose is to bring the world of theatre to students and the community.
Elite Science Team	Students participating on the Elite Science Team will prepare and compete in a variety of science competitions against other schools.
FCA	Fellowship of Christian Athletes is a student led, Christian based student organization open to all students. There is no financial obligation to participate.
FCCLA	Family, Career, and Community Leaders of America is a club that helps young men and women become leaders and address important personal, family, work and societal issues through Family and Consumer Sciences Education.
Gamers Inc.	Gamers Inc. is for students interested in games of every kind. There is no financial obligation to participate.
History Club	History Club is for students interested in history and history competitions. There is no financial obligation to participate.

Jazz Cavies	Band students who audition and are chosen perform in a 20 piece dance style big band, learn the art of jazz improvisation, and are the recruiting ensemble for the band program.
Journalism	Selected students help publish the yearbook. A \$20 fee pays for after school refreshments and a Journalism t-shirt.
Math Team	The Math Team is for students interested in math and math competition.
Page Masters	Page Masters Book Club affords students the opportunity to read for pleasure and allows students to fellowship across grade levels sharing a common interest in reading. Students may opt in and out depending on the current book being read. Books are sold in the library. A \$3.00 fee prior to each meeting is used to provide pizza and drinks.
Select Singers	Select Singers choir offers a quality after school choral ensemble experience to advanced students. Auditions are required and students must be a member of the Siegel Singers choir. A \$5 fee pays for the Middle TN Vocal Association honor choir audition fee.
Siegel Singers	Siegel Singers choir offers a quality after school choral ensemble experience for students. Auditions are not required. A \$30 fee pays for music, piano accompanist fees, two pizza parties, and a Siegel Singers t-shirt.
Student Ambassadors	Student Ambassadors are a select group of students nominated by teachers who work with the guidance department to promote the ideals of the school, welcome new students and visitors, and serve as school-wide role models.
Student Council	The purpose of the Student Council is to develop attitudes of, and practice in, good citizenship, promote harmonious relations throughout the school, provide a forum for student expression, and assist in the general welfare of the school. A \$15 fee pays for a Student Council t-shirt. Workshops, convention, and camps require additional fees for those who choose to attend.
Study Buds	Study Buds are student volunteers who work during the school day as peer tutors.
Tri-M Music Honor Society	Tri-M is the only music honor society for middle and high school students in the country. Tri-M recognizes students that have gone above and beyond both academically and musically and provides student's leadership opportunities to make a difference in their community through music-based service projects.
Writing Club	The Writing Club is an organization that focuses on the versatility of writing. The students also write articles for the student newspaper, The Cavalier Chronicle.

### **Suspension Restrictions**

A student assigned suspension will not be able to practice, participate, or attend any extra curricular school activity or athletic event from the time the suspension was assigned until 3:00 p.m. on the last day of the student's suspension. This restriction includes any school activity or athletic event that might take place over a weekend during the suspension.

### **Websites**

Parents and students are encouraged to visit the Rutherford County School's website and Siegel Middle School's website. Both websites provide parents and students with valuable information throughout the year. In addition, parents are able to email teachers through faculty links on our website. Rutherford County School System web address: [www.rcschools.net](http://www.rcschools.net). Siegel Middle School web address is [sim.rcschools.net](http://sim.rcschools.net).

## Rutherford County School Calendar 2018 - 2019

Wednesday, August 1, 2018	Administrative day (No school for students)
Thursday, August 2, 2018	In-service day (No school for students)
Friday, August 3, 2018	In-service day (No school for students)
Monday, August 6, 2018	First day for students (Abbreviated, 2 hours)
Tuesday, August 7, 2018	Teacher work day (No school for students)
Wednesday, August 8, 2018	First full day for students
Monday, September 3, 2018	Labor Day (Schools closed)
Thursday, September 13, 2018	Early Dismissal (8:00 – 11:15 a.m.)
Monday, October 1 – 5, 2018	Fall Break (Schools closed)
Thursday, October 18, 2018	Parent Teacher Conferences (grades 6-12)
Tuesday, November 6, 2018	Election Day (Schools closed)
Thursday, November 15, 2018	Early Dismissal (8:00 – 11:15 a.m.)
Wednesday, November 21 – 23, 2018	Thanksgiving Break (Schools closed)
Thursday, December 20, 2018	Abbreviated Day (8:00 - 10:00 a.m.)
December 21, 2018 – January 4, 2019	Winter Break (Schools closed)
Monday, January 7, 2019	In-service day (No school for students)
Tuesday, January 8, 2019	Students return from Winter Break
Monday, January 21, 2019	MLK Holiday (Schools closed)
Thursday, January 31, 2019	Early Dismissal (8:00 – 11:15 a.m.)
Monday, February 18, 2019	Presidents' Day (Schools closed)
Thursday, March 7, 2019	Early Dismissal (8:00 – 11:15 a.m.)
Thursday, March 21, 2019	Parent Teacher Conferences (grades 6-12)
Monday, March 25 – 29, 2019	Spring Break (Schools closed)
Friday, April 19, 2019	Good Friday (Schools closed)
Monday, May 27, 2019	Memorial Day (Schools closed)
Tuesday, May 28, 2019	Teacher work day (No school for students)
Wednesday, May 29, 2019	Last day of school (8:00 - 10:00 a.m.)

### Quarter Calendar Dates

<b>Start</b>	<b>Mid-progress</b>	<b>End</b>	<b>Report Cards</b>
08/06/2018	09/05/2018	09/27/2018	10/11/2018
10/08/2018	11/07/2018	12/20/2018	01/10/2019
01/08/2019	02/06/2019	03/07/2019	03/14/2019
03/08/2019	04/10/2019	05/29/2019	05/29/2019

### **Title VI 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" – Dr. Andrea Anthony, 504 Coordinator, Rutherford County Schools, 2240 Southpark Blvd., Murfreesboro, TN., 37128, Telephone (615) 893-5812.

### **Title IX**

Inquires regarding compliance with Title IX should be directed to the Central Office. Inquiries regarding Section 504 or the American Disabilities Act should be directed to Mark Gullion or Dr. Andrea Anthony. The current complaint managers for complaints involving sexual harassment are Dr. Andrea Anthony and Richard Zago. 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 phone number: 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

Blackman Middle School	904-3860	Fax: 904-3861
Christiana Middle School	904-3885	Fax: 904-3886
LaVergne Middle School	904-3877	Fax: 904-3878
Oakland Middle School	904-6760	Fax: 904-6761
Rock Springs Middle School	904-3825	Fax: 904-3826
Rockvale Middle School	904-6745	Fax: 904-6746
Rocky Fork Middle School	904-6780	Fax: 904-6781
Siegel Middle School	904-3830	Fax: 904-3831
Smyrna Middle School	904-3845	Fax: 904-3846
Stewarts Creek Middle School	904-6700	Fax: 904-6701
Whitworth-Buchanan Middle	904-6765	Fax: 904-6766

# Parent Check List

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Homeroom Teacher: \_\_\_\_\_ Bus #: \_\_\_\_\_

The Rutherford County Board of Education requires your signature for the items listed below. This document has been printed for your convenience. Please *initial* each item to certify that you received a copy of each item or to confirm that you agree with each statement; sign and date the form as indicated.

- \_\_\_\_\_ **School Agenda.** I have received a copy of the school agenda.
- \_\_\_\_\_ **Student Access to Networked Information.** I have received the Policy and Procedures set forth for Student Access to Networked Information (Policy 5-72 & ADM 5-72, Code of Behavior and Discipline, page 43) I understand that inappropriate use of technology may result in disciplinary action and/or restricted use of technology at school. Pursuant to these policies and procedures, I grant permission for my son or daughter to access networked computers services.
- \_\_\_\_\_ **Rutherford County School System's Code of Behavior and Discipline.** I have received a copy of the Rutherford County School System's Code of Behavior and Discipline.
- \_\_\_\_\_ **Textbook Agreement.** I hereby agree that I will be responsible for all free textbooks used by my child. I further agree that I will reimburse the Rutherford County Board of Education for the value of any book or books that are damaged, destroyed, or misplaced, which my child has used during the school year.
- \_\_\_\_\_ **Library Book Agreement.** My child has my permission to borrow books from the school library. In the event a book is lost or damaged, I will reimburse the school for the cost of replacement.
- \_\_\_\_\_ **Use of Name, Likeness, and Work.** I give permission for my child's work to be displayed at the school or on the school website. I also give permission for my child's name and likeness to be released to the press and to be displayed at the school or on the school's website in relation to school activities. Examples include but are not limited to Honor Roll, Student of the Month, and athletics.
- \_\_\_\_\_ **Rutherford County Attendance Policy & Procedures.** I have received a copy of the Rutherford County Attendance Policy and Procedures.
- \_\_\_\_\_ **Student Fees.** I have received a copy of the parent notice regarding student fees and I understand the approved fee list printed in the Code of Behavior and Discipline handbook and posted on the school system website.
- \_\_\_\_\_ **Student Insurance.** I have received a copy of the letter regarding student insurance to cover accidents that occur during the school day. I will request the required forms from my child's school if I am interested in acquiring the policy.
- \_\_\_\_\_ **Health Screenings.** I have received a copy of the letter regarding health screening and I grant permission for my child to participate.

## Transportation Options in Case of Early Dismissal (initial each permissible option)

- \_\_\_\_\_ My child may walk home.
- \_\_\_\_\_ Ride his regular bus home (Bus # \_\_\_\_\_)
- \_\_\_\_\_ Ride another bus with a friend or family member (Bus # \_\_\_\_\_)
- \_\_\_\_\_ My child will be picked up as a car rider by the adults listed below. If you choose this option, please make sure the driver is aware that your child must be picked up as quickly as is reasonably possible after the announced early dismissal time.

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_