



PARENT and STUDENT HANDBOOK

2019-2020

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The purpose of our Twitter, Facebook and Instagram pages are to engage and celebrate students, staff, parents, families and our community. We ask that you refrain from negative or inappropriate comments. North Middle School administration reserves the right to remove inappropriate comments and to restrict users as needed.

This Agenda belongs to:

Name:

Parent/Guardian:

North Middle School believes that education and learning are shared responsibilities of the student, the family, the community and the school system. We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School Responsibilities

Loudon County Schools and North Middle School faculty will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
 - Challenge students to learn at the optimal rate allowed by his/her ability level
 - Maintain high expectations of ourselves, students and staff
 - Make efficient use of academic learning time
 - Engage students in active learning experiences
 - Provide a positive, safe and disciplined environment
 - Provide an environment where everyone is respected and valued
 - Provide materials and training to parents regarding topics of concern, their child's course of study and the curriculum
 - Provide opportunities for before and/or after school tutoring and homework help for students
2. Provide the parent or guardian with assistance in understanding academic achievement standards and assessments and how to monitor their child's progress.
 - Provide both formative and summative assessments of individual student progress through some of the following: phone communications, e-mail communications, IEP meetings, mid-term progress reports, quarterly grade cards and state mandated achievement testing
 - Invite parental help and involvement by communicating through phone calls, online newsletters and e-mail the variety of opportunities that exist for parental involvement

3. Provide opportunities for ongoing communication between the parent or guardian and teachers through, at a minimum:
 - Phone and e-mail communications
 - Letters
 - Student daily planner
 - Open house
 - Parent conference
 - Student/Parent handbooks
 - School announcements
 - School and system newsletters
 - Teacher webpage
 - Skyward grade book
 - Parent Link

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Require our child to attend school regularly
- Get our child to school on time and with his/her supplies
- Promote respect toward peers, faculty and facility
- Review our child's homework and monitor their progress via skyward, e-mail or teacher's webpage
- Provide a well-lit, quiet place to do homework and /or study
- Volunteer in our child's school
- Attend parent-teacher conferences
- Ensure up-to-date emergency contact information is provided to front office

Student Responsibilities

- Attend school regularly and arrive for all classes on time
- Limit tardiness, early departures and absences
- Ask for help on assignments as needed at school and prior to the due date
- Complete assignments and turn them in on time
- Respect peers, faculty, parents and facility
- Accept responsibility for all actions
- Strive for excellence

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the North Middle School Handbook for 2019-2020. I have read and understand the policies and procedures of North Middle School.

Student Name (print):

Student Signature:

Signature of Parent/Guardian:

Date: _____

Loudon County Board of Education Student Acceptable use of Internet Policy:

Internet and video conferencing accesses are now available to students and teachers in the Loudon County School System. This access to an electronic highway connects thousands of computers all over the world and millions of individual subscribers. We are pleased to bring this access to the Loudon County School System and believe technology offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resources sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Loudon County School Board must take precautions to restrict access to controversial material. However, on a global network it is impossible to control all material and industrious users may discover controversial material. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system. Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. If a Loudon County School System user violated any of the provisions of this policy, his/her account will be terminated and future access could be denied.

1. **ACCEPTABLE USE:** The purpose of NSFNET, which is the backbone of the Internet, is to support research and education in and among academic institutions in the USA by providing access to unique resources and the opportunity for collaborative work. The use of the account must be in support of education and research and be consistent with the educational objectives of the Loudon County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any USA or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. All users will also abide by the Policy and Procedures stated in the Loudon County Board Policy Manual.
2. **PRIVILEGES:** The use of the Internet is a privilege, not a right and inappropriate use may result in the cancellation of those privileges. Each employee who receives access will participate in discussions with a Loudon County School System teacher/administrator pertaining to the proper use of the network. The system administrators may close an account at any time required. The administration and Staff of the Loudon County School System may request the system administrator to deny, revoke or suspend specific user accounts.
3. **NETWORK ETTIQUETTE:** Users are expected to abide by the generally accepted rules of network etiquette as defined by system administrators.
4. **WARRANTIES:** The Board makes no warranties of any kind, whether expressed or implied, for the service provided. The Board will not be responsible for any damages suffered. This includes loss of data resulting from non-deliveries or other service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through this service.
5. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. Security problems on the Internet must be reported to a system administrator or the Technology

Director. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. Access of any inappropriate material on the network is prohibited. Any attempt to access this type of material will result in cancellation of network privileges, appropriate disciplinary action and/or appropriate legal action. The definition of inappropriate content is determined by system administrators.
8. All Students are subject to the Loudon County Board Policy Manual.

Furthermore, I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Internet and certify that the information contained on this form is correct.

Yes _____ No _____

I hereby give permission for my child to have pictorial representation on the network. Examples (web pages, video-conferencing and e-mail)

Yes _____ No _____

Parent or Guardian's Name (Print):

Parent or Guardian's Signature:

Date: _____

Internet Use Agreement

I understand and will abide by the Loudon County Internet Use Agreement. I further understand that any violation of the regulations in the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken. I also understand that my picture may be represented on the web. Examples (web pages, video-conferencing and e-mail).

Student' Name (Print):

Student's Signature:

Date: _____

For the Parents or Guardians of a Student User:

As parents or guardians of this student, I have read the Internet User Agreement. I understand that this is designed for educational purposes. Loudon County School System has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Loudon County School System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

MISSION STATEMENT FOR NORTH MIDDLE SCHOOL

The mission of North Middle School is to prepare all students for high school and beyond.

MISSION STATEMENT FOR STUDENTS AT NORTH MIDDLE SCHOOL

Each day, I will work with others to gain the skills I need to become a better student and citizen.

LOUDON COUNTY SCHOOLS CALENDAR 2018-2019

July 29 Monday In-Service
July 30 Tuesday In-Service
July 31 Wednesday Early Registration at NMS & In-Service
August 1 Thursday Administrative Day
August 2 Friday Registration
August 5 Monday 1st Day of Classes
September 2 Monday Labor Day (No School)
October 7-11 Monday–Friday Fall Break (No School)
November 27-29 Wed-Fri—Thanksgiving Break (No School)
December 20 Friday—Last day of classes before Christmas Break; ½ day of school; buses will run

January 6 Monday Classes Resume
January 20 Monday In-Service
February 17 Monday In-Service
March 3 Tuesday In-Service
March 9-13 Monday-Friday Spring Break (No School)
April 10 Friday Easter Break (No School)
April 13 Monday In-Service
May 15 Friday Last day of classes; ½ day of school; buses will run

STUDENT RECOGNITION

Student of the Month: Each month teachers nominate students for recognition. Criteria are academics, effort, citizenship and attitude. Students of the month will receive special recognition.

HONOR ROLL

GOLD STAR requirements – all A's
SILVER STAR requirements – A's and B's

GRADING SYSTEM/POLICY

NMS believes a student's grade should reflect student mastery of the content. Therefore, the

following grading practices have been established by the North Leadership Team.

- *All teachers will use a **Total Points** grading system.
- * Grades will be based on mastery, **not behavior**.
- * **5th-8th grades: 75% minimum of a student's grade will be based on mastery assessments.**
- * **Teachers may offer (at the beginning of each 9 weeks) the opportunity to complete a project that could be used as extra credit.**

A student's grade will reflect mastery as it relates to their state assessment.

- A – Mastered, 100-93
- B – On-Track, 92-85
- C – On-Track, 84-75
- D – Approaching, 74-70
- F – Basic, below 70

Grade cards will be sent home every nine weeks. Parents may request a conference at any time to discuss their child's academic progress. We encourage parents to monitor student grades through Skyward. Please contact the office with any questions.

TESTS

- Midterm (4.5 weeks) tests will not be required, but can be used
- All teachers will be expected to give a 1st 9 weeks and a 3rd 9 weeks test at a point value no less than 10% of the nine week's grade.
- 1st Semester Test will count 15% of the 1st semester grade. All core teachers are required to give a 1st semester test.
- TNREADY counts 15% of the student's final grade.
- EOC for algebra counts 15% of the student's final grade.

INCOMPLETES on grade cards: If a student's absence prevents him or her from completing work within the nine weeks, then he or she will be given an **incomplete (I) on the grade card, not a zero**. Students must complete the work within the next nine weeks and the teacher will enter grades for all assignments received. On the next

GENERAL RULES and PROCEDURES

ATTENDANCE

report card, the incomplete will then become a grade. All work not turned in by the next reporting period will be averaged in as a zero.

MISSING ASSIGNMENTS: Student assignments not received will be entered in Skyward as a “0” and “missing.”

MAJOR PROJECTS: Major projects are defined as research papers, science/ social studies fair projects, digital presentations and any other assignment that has been assigned for more than two (2) weeks.

Grading major projects should be done through the use of a Rubric. Major projects will be graded throughout the assignment so a student has numerous grades and not just one major grade for the project.

All projects are due on the due date, even if the student is absent, unless approved by the administration.

ONLINE GRADES: Students and parents have the ability to view student grades on-line via SKYWARD, our student management system. Parents will need a password and username to access this data base. Parents can request a password/username from the main office. (Ask for Laura Scheffer– extension 4840)

HOMEWORK: Homework is assigned to help students reinforce learning that has been taking place at school and to develop independent work habits. All students are expected to do homework assignments. Students with missing homework can be in danger of failing and may also lose the chance for field trips and/or incentive days.

PLACEMENT TESTS: The NMS academic program is designed to meet the individual needs of all students. Students are grouped based on state assessments, placement test data, benchmark data and teachers’ recommendations. New enrollees will be given a placement test to determine their appropriate placements. At NMS, each student’s schedule is created individually based on the criteria listed above. This is why we do not accept requests for teacher placement.

TUTORING: Individual teachers set their tutoring schedule. Check teacher websites for the dates and time tutoring will be offered.

Tennessee Code 49-1708 requires that all parents/guardians be responsible for their child/children attending public or private day school. **Attendance is taken every period. 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.**

SCHOOL HOURS: The doors of our school are unlocked at 7:15 A.M. Students are not permitted in the building until 7:15 A.M. when bus duty begins. The school cannot be responsible for any student who arrives before that time. The last bus leaves at approximately 3:40 P.M. **All students should be picked up by 4:00 P.M. unless they are staying for an approved after school practice or activity. Students are not allowed to walk to or from school.**

TARDINESS: Students are due in their 1st block class no later than 8:05 A.M. **Parent notes are not allowed for tardiness to school.** After this time, they must report to the main office to obtain a pass to be admitted to their class. **With the exception of a doctor’s note or a legal note, students who are late 10 minutes or more to class, will be charged with an unexcused absence.**

ABSENTEES: Students returning to school after an absence are required to present a note to the office. **This note should be dated and should give the specific reason for the absence. The parent or guardian must also sign the note. A student is only allowed five parent notes per year.** It is recommended that a doctor’s excuse be presented any time the student has been to the doctor during his/her absence.

All notes must be turned in within 5 days of the return to school. When a student accumulates five or more unexcused absences, the parent and student may be required to meet before the truancy board.

SCHOOL BOARD CRITERIA FOR EXCUSED ABSENCES:

1. Personal illness
2. Illness in the family requiring temporary help with the child
3. Recognized religious holidays
4. Emergencies as determined by the principal and/or teacher

EXCUSED ABSENCES: It is the student’s responsibility to make arrangements with the teachers for make-up work. This should be done promptly on the day of his/her return to school. Students who have excused absences have **two days to make up school work for**

each day absent. Students failing to bring an excuse by the fifth day after the absence will be recorded as unexcused.

SINGLE-DAY ABSENCE: If a student knows he/she must be absent a particular day, he/she should get assignments from the teachers ahead of time. The work should then be turned in to the teachers on the next day the student returns to school. **Parents and students may also check the teacher's website for homework assignments.**

PRIOR APPROVAL ABSENCES: Prior Approval is needed for absences other than illness, placement tests, death in the family, extreme weather or religious observation and for absences expected to last for two (2) or more days;

1. Must be submitted in written form three (3) days prior to the absence to the main office.
2. Approval will be based on, but not limited to, current academic status and current attendance record.
3. Prior Approved absences will count as an excused absence.
4. **All school work must be completed and turned in to the teachers prior to the absence.**
5. Students who miss without Prior Approval will be marked unexcused.

MULTIPLE DAY ABSENCES/MAKE-UP WORK: **Parents and students need to check the teacher's website for homework assignments.** Parents without internet access need to call the school before **9:00 A.M.** if they wish to have homework collected for 2+ days missed. Parents may pick up the assignment sheet and books in the office **after 3:00 P.M.**

UNEXCUSED ABSENCES: The administration can determine if an absence is excused or unexcused. Once a student has used their 5 parent notes and/or accumulated 5 or more unexcused absences, a doctor's note can be required for all other absences. If a doctor's note is not provided, all absences will be unexcused.

CHECKING OUT: Students are not permitted to leave school grounds at any time during the school day unless the student has permission from the administration. Parents must check their child out of school through the main office. Any student missing 10 minutes of class time will be counted absent for class. A student absent more than 50% of the school day will be counted absent for the entire school day

PROCEDURES FOR NOTIFYING PARENTS: When a student accumulates five unexcused days, a letter will be sent to the parent/guardian. Failure to comply with the attendance policy will result in a possible summons to appear before the Loudon County Truancy Board. Please remember that excessive absences could result

in failure for the year. Students cannot keep up with instruction if they are not in attendance.

BACK PACKS: Each grade level team will determine the appropriate use of student backpacks.

BUSES: Riding a bus to school is a privilege which may be revoked if safety rules are not observed. If a student misbehaves on the bus, he/she may be suspended from riding the bus for up to one calendar year. Only regularly scheduled bus students are to ride the school buses unless signed permission is given by the office.

Students wishing to ride a bus in which they are NOT assigned must bring a parent note to the school office the morning they wish to ride to request the bus change. The note must contain a parent telephone number where the parent can be reached. If going home with another student, the other parent must send a note, too.

The following rules apply to all Loudon County Buses. Drivers may have additional rules that apply to specific buses.

1. Obey the bus driver; follow the driver's first request.
2. The bus driver may assign seats.
3. Do not eat or drink on the bus; keep the bus clean.
4. Loud, rude, abusive or profane language is not permitted.
5. Possession and/or use of tobacco, alcohol or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.
8. Never throw items inside the bus or out the windows.
9. Keep the bus aisle clear of feet and property.
10. For everyone's safety, do not distract the driver.
11. Do not destroy or deface bus property. Parents will be financially responsible for any act of vandalism. Students will be suspended from riding the bus until damages are paid.
12. Do not use emergency exits of bus unless authorized to do so.

CAFETERIA GUIDELINES: Our students are expected to use good manners and show courteous behavior in the cafeteria. They should also respect and obey the following guidelines:

1. Show courtesy to others.
2. Leave tables and all eating areas clean.
3. Properly dispose of all trash.
4. According to federal guidelines, all students going through the lunch line must have at least three items on their tray.
5. **Breakfast is limited to 15 minutes** due to the number of students in the cafeteria. Students are asked to come directly from bus hall, leave their backpacks on the first row of tables, then proceed through the line and fill up the tables used for breakfast.

CAR RIDERS: For students being brought to school by their parents, **the school day starts at 8:05 A.M.** **Students will not be permitted in the building until 7:15 A.M.** First bus-load riders will be dismissed at 3:05 P.M. Car riders will be called beginning at 3:08.

Students who are consistently picked up after 4:00 will be asked to find alternate transportation.

A student going home with another student must bring a note to the MAIN OFFICE at the beginning of the school day. The host student must also bring a note from his/her parents stating they can bring this student home.

NO students are allowed to walk to the church or to parents in the front parking lot. Parents who park at the church or in the front parking lot must walk to the NMS office entry to pick up their child. Parents who pick-up in back of the school must walk to the school side of the road and walk their child to the car.

CELL PHONE POLICY: Students shall not use or have in view personal cellular phones, while on school property during school hours (7:10 A.M.-3:05 P.M) unless authorized by administration or a teacher.

For a 1st violation of this policy, the principal or designee(s) will confiscate the device to be picked up at the end of the day by the student. The cell device will be reviewed by administration.

For a 2nd violation of this policy, the principal or designee(s) will confiscate the device to be picked up by parent(s)/guardian(s) on the next school day. The student shall receive one day of in-school suspension and the cell device will be reviewed by the administration.

For a 3rd violation of this policy, the principal or designee(s) will confiscate the device to be picked up by parent(s)/guardian(s) at the end of the student's in-school suspension. The student shall receive three days of in-school suspension. The cell device will be reviewed by the administration.

If any infraction of this policy is serious enough to violate any Loudon County Board of Education policies and procedures or laws governing the use of communication devices, more serious consequences will result. (School Board Policy 6.312)

North Middle School is not responsible for any lost or stolen devices.

CHEATING: If it cannot be definitely proven that a student was cheating, the student will be given another opportunity to demonstrate mastery. If a second opportunity is given, parents will be notified and the assessment will be taken before or after school at the discretion of the teacher. If proven that a student was

cheating, the student will receive a grade of zero ("0") for the assignment, a ticket and parents will be notified.

CHANGE OF ADDRESS/CUSTODY/PHONE NUMBER:

Parents are requested to inform the school office of change of address, telephone number or guardianship. Custody issues must be shared with the main office immediately and a copy of the change given to the school for his/her permanent file.

CLINIC/NURSE: The school nurse is available to evaluate/treat injured or ill students during the school day. If a student becomes ill, he/she should notify the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent to the clinic with a pass. All students leaving school for illness must contact parents through the clinic. **Students may not contact parents from the classroom if they are ill.** Clinic facilities & the services of the nurse should not be abused. The school clinic should not be used as a substitute for your private physician's care. If a student visits the clinic too frequently and/or for inappropriate reasons, the parent/guardian will be notified.

DRESS CODE:

The appearance of any student is primarily the responsibility of that individual and his/her parents. Apparel or appearance that tends to draw attention to an individual and take away from a learning situation must be avoided. In matters of opinion as to whether a garment is appropriate or not, **the judgment of the administration will prevail.**

1. Shoes must be worn at all times.
2. Shirts, blouses and dresses must cover the top of the shoulder. Tank tops, spaghetti straps and muscle shirts (sleeveless shirts for boys) will **not** be allowed at any time. Cut-off or crop tops that show or expose the midriff are **not** allowed. Clothing that reveals **cleavage** or **undergarments** is not allowed. Tops must not expose the body when the arms are fully extended over the head. **Skirts, shorts and dresses must be worn at middle finger length with the arm fully extended at the side. If skirts, shorts or dresses do not meet this length, student will be asked to change clothes.**
3. The display of racial, ethnic slurs/symbols, gang affiliations, vulgar, subversive or sexually suggestive language or images or products, which are illegal for students, such as alcohol, tobacco and illegal drugs are not allowed
4. All pants and skirts must be worn at the normal waist and must be the appropriate size for the student. No holes or tears located above the knee will be allowed in pants/skirts.
5. Caps, hats or bandanas are not allowed in the building except for special activities. Students cannot wear the hood up on their hoodies while at school.

6. No visible body piercings are allowed, except for the ears. Clear spacers and piercing coverings are in violation of this policy.

DISCIPLINE GUIDELINES: Minimum or recommended consequences are set forth with these policies. All Level One offenses will be handled at the classroom level by utilizing a “ticket” system. Administration can assign ISS or silent lunch for any offense.

LEVEL ONE:

- Minor disruptive or inappropriate behavior
- Tardy to class
- Not listening or following directions
- Inappropriate or missing materials (ex: paper/pencil/textbook, etc.)
- Writing notes to or about others
- Poor conduct in hallways, bathrooms (running)
- Sleeping in class
- Excessive talking
- Integrity/Minor Insubordination

CONSEQUENCES:

- First set of 3 tickets (3)—silent lunch and no recess (when applicable)
- Second set of 3 tickets (6)—team conference, quick and direct contact (phone/e-mail/letter signed) with parent
- Third set of 3 tickets (9)—above consequences, guidance referral + parent conference request, loss of before/during/after school and extracurricular activities (dances, athletics, clubs, incentive trips)
- Fourth set of 3 tickets (12) Transition to Level Two (consequences)

The following policies and procedures are utilized at the administrative level when Level One Consequences have been exhausted at the classroom level or as deemed appropriate by staff member.

LEVEL TWO:

- Chronic repetition of Level One violations
- Habitual and/or excessive classroom, lunchroom or hallway disruptions
- Insubordination or blatant refusal to comply with staff directives or instructional requests
- Disrespect of school staff – inappropriate verbal or non-verbal responses
- Health/Safety violations – including excessive horseplay or mischief
- Academic dishonesty – including plagiarism, forging, & cheating
- Misuse of technology
- Intimidating students by bullying
- Inappropriate or foul language

POSSIBLE CONSEQUENCES:

- In-school suspension
- Out of School Suspension
- Forfeiture of grade
- Administration will notify parents
- Service Duty (lunchroom or grounds clean up) If you receive this level of consequence, you will lose your extra-curricular privileges, i.e. before/after/during school.... Also dances, athletics, clubs, incentive trips for the remainder of the 9 weeks.

LEVEL THREE:

- Repetition of Level Two violations
- Fighting / Violent Acts
- Chronic, habitual and excessive insubordination or disrespect of school staff and/or faculty
- Threatening Statements
- Destruction of School Property or theft, including technology
- Truancy from classroom, including presence in an unassigned area
- Racial Slurs

POSSIBLE CONSEQUENCES:

- Out of school suspension
- Juvenile Warning
- Juvenile Citation
- Discipline report will be filed
- Administration will notify parents

If you receive this level of consequence, you will lose your extra-curricular privileges, i.e. before/after/during school.... Also dances, athletics, clubs, incentive trips for the remainder of the 9 weeks.

Fighting and/ Racial slurs will result in an automatic 3 day suspension.

LEVEL FOUR:

The policies and procedures for level four will be implemented after all consequences for the above levels have been exhausted by administration. The possible consequences for level four infractions are expulsion, recommendation to Loudon County Alternative School, juvenile petition or referral to law enforcement personnel. In cases involving criminal behavior or threat to safety/order of school function, North Middle School will contact appropriate law enforcement personnel.

TOBACCO: Students are not allowed to be in possession of any tobacco products at school or at any school sponsored activity, on or off campus. Violation of

this policy will automatically result in a 3-day suspension and a juvenile petition will be written.

ZERO TOLERANCE: The following list some of the Zero-Tolerance offenses. Zero Tolerance offenses could result in a 365-day expulsion.

The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

FIREARMS, WEAPONS & DANGEROUS

INSTRUMENTS: Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time or in school vehicles and/or buses and/or off the school grounds at any school sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting harm or serious bodily injury or anything that in the manner of its use or intended use is capable of causing harm or serious bodily injury.

ALCOHOL/DRUGS: Students shall not unlawfully possess any drug, either legal or illegal drug including any controlled substance, legend drug, drug paraphernalia or inhalant.

ASSAULT: Students shall not commit battery upon any teacher, principal, administrator or any other employee of the school or school resource officer.

BULLYING & HARRASSMENT: North Middle has an obligation to and is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. **Bullying is a destructive behavior that will erode the foundational principles on which a school is built. This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.**

ENROLLMENT: New student enrollment forms may be obtained in the NMS front office.

FEES: The Loudon County Board of Education recognizes that there may be certain fees charged to students that are appropriate and authorized. The Loudon County Board of Education further recognizes that certain students and their families are not financially able to pay student fees. The Loudon County Board of Education shall not charge any student fees as a condition of attending school in Loudon County.

The Tennessee State Board of Education states that local school systems may request but cannot require

payment of school fees. Under certain circumstances, student fees are needed to fund certain activities.

Parents will be given the opportunity to pay all or any portion of a school fee that has been approved by the Board of Education. Upon parental request and verification of need, school fees may be waived. Annual notification of all applicable fees and the fee waiver process will be provided to parents via registration paperwork. Parents may request a waiver of any or all approved school fees. Parents will also be given an opportunity to pay all or any portion of a school fee that has been approved by the Board of Education.

The Director of Schools shall oversee the fee waiver process. The annual waiver process shall conform to the guidelines established by the State Department of Education.

Students who destroy, damage or lose property owned or leased by the Loudon County Board of Education including, but not limited to -- buildings, school buses, books and/or equipment, shall be required to reimburse the Loudon County School System for the actual cost of replacing or repairing such materials and equipment. Financial obligations incurred for the above mentioned reasons are not considered as school fees. Costs associated with extracurricular activities that occur outside the regular school day including sports, optional trips, clubs or social events are also not considered to be school fees.

School fees shall be defined as fees incurred for any activity that occurs during the regular instructional school day, including field trips if the majority of the field trip occurs during the regular school day or for any activities and/or supplies required to participate in courses required for credit or grade.

Applications for fee waiver request must be made on the form provided by the school system. Applications will not carry over from year to year and must be completed annually. The school district will treat the application and application process as any other student record as student confidentiality and access provisions will be followed. Students requesting a fee waiver shall not be identified to other persons except to those school employees who need to know. Application may be made at any time. However, waivers will not be approved retroactively for fees previously paid or specialized items or attire purchased by students and only those fees and items eligible for waivers as required by state statute shall be waived. If for any reason a fee waiver request is denied, parents will have the right to schedule a meeting with appropriate school personnel to discuss the validity of the denial.

FIELD TRIP OR INCENTIVE DAY POLICY: Field trips and incentive days are a privilege for students. Students who violate school rules may be subject to denial of participation in any reward activity. Parents must provide

appropriate documentation before a student is allowed to go on a field trip. Criteria for participating in these activities will be determined by the teacher.

HALL PASS: All students are required to have a hall pass in their possession while in the halls during class time.

LIBRARY: The Media Center's mission is to support and be consistent with the educational goals of the district and state. It is the goal of the Media Center staff to instill a love for learning in all students and ensure equitable access to information. The Media Center works in partnership with classroom teachers and administrators to develop inquiry-driven curricular units that effectively teach content and research skills to students of all learning styles. The Media Center is available to faculty, students and community members Monday through Friday between 7:30 a.m. and 3:30 p.m.

Students may check out two (2) items for a two-week time period. If students lose or damage a book, they are expected to pay the cost to replace the item: \$10 for paperback and \$20 for hardback books. Students must buy replacement copies of lost or damaged library books or textbooks.

MEDICINE POLICY: Due to current review by the school board there will be no stock over-the-counter medications kept in the clinic. All over-the-counter medications have to be sent by the parent in an unopened container with a consent form or a note from the parent. We encourage parents to send in any over-the-counter medications the student may need throughout the year. If the child does not have any of these medications stored in the clinic, the parent will be called and expected to bring medication at that time.

- All medications must be turned into the clinic as soon as the student arrives at school.
- If taking prescription medication, it must be a signed doctor's order and parent authorization before it can be brought to school. All prescription medications must be brought to the clinic and picked-up by a parent.
- Students with allergies should keep medication in the clinic. Benadryl or Epi-pens must be kept at school along with proper documentation. These supplies are not stocked in the clinic.
- Immunizations must be up-to-date with current state guidelines by the beginning of 7th grade. Students can be sent home unexcused until shots are up-to-date. If a student is unable to receive immunizations, an exemption form must be completed and placed in the student's record.
- Violation of the medicine policy may result in the same action as stated under the substance abuse policy.

NON-EDUCATIONAL MATERIALS AND NUISANCE ITEMS: When in the opinion of the administration, any

personal item, whether electronic or not, that is deemed to be disruptive to the educational environment and/or interferes with learning, such items will be confiscated. Any such item must be retrieved by the parent. A second or more offenses, will escalate student consequences.

OFF LIMITS AREAS FOR STUDENTS: Students are not allowed in teacher work areas or teacher dining halls (or, of course, the Forbidden Forest).

PARENTS AND VISITORS: Students are not allowed to bring "guests" to school without the expressed consent of the principal. Parents and visitors are welcome but must follow certain procedures:

- All visitors must sign in with the school secretary and receive a visitor's pass before going **anywhere** in the building.
- Visitors must wear their pass while on the school grounds and sign-out upon departure. Parents are encouraged to visit school but should arrange for conferences with teachers before or after school hours or during the teacher's planning time. All scheduling of conferences is made through the classroom teacher by calling 865-986-9944 or through e-mail.
- Parents may eat lunch with their child.
- No one 18 and under will be permitted to eat with a student unless accompanied by a parent.

PHYSICAL EDUCATION: According to the Tennessee State Board of Education rules and regulations, no student may be excused from participation in physical education except by request of a physician. If you are unable to participate in a physical education program, take home a Physical Education Exemption Certificate for your doctor to complete. This form may be obtained from your physical education teacher.

VOLUNTEERS: North Middle welcomes parent volunteers to assist teachers and staff. Anyone interested should check with the office about arrangements.

LOUDON COUNTY SCHOOLS NONDISCRIMINATION POLICY

It is the policy of the Loudon County School System to maintain a learning and working environment that is free from discrimination. The school system prohibits any form of discrimination on the basis of race, creed, national origin, sex, age, marital status or disability in the education programs, activities or employment practices in accordance with the requirements of Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Federal Rehabilitation Act and of the 1975 Age Discrimination and Employment Act.

A complaint resolution form is available to any parent or guardian who feels that his/her son or daughter may have been unfairly treated in any school-related matter. This form is available upon request at any Loudon County school or at the Board of Education offices in Loudon. It is hoped that any issue can be resolved at the school level.

A form for reporting incidents of sexual harassment is also available at any Loudon County school or at the Board of Education offices. A complete copy of the policy on sexual harassment may be found in the Loudon County Board of Education Policy Manual of which two copies are available in each school, as well as from any teacher who also has a copy in his/her sections of the Board Policy Manual (Section 6.303). Any incidents of sexual harassment on school property or at any school-related activity must be reported to Maria Warren at the Loudon County Board of Education, 100 River Road, Loudon, TN 37774. Mrs. Warren's telephone number is 865-458-5411, ext. 1013.

The administration at North Middle School reserves the right to amend, expand or delete any section in the Parent/Student Handbook, without prior notification.

IDENTIFICATION AND LOCATION OF CHILDREN WITH DISABILITIES

Loudon County School System provides special education and related services, plus special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled between the ages of three and twenty-two and may not, on the basis of disability, discriminate against these children.

The Loudon County School System ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.

It is important to locate those children who may need any of these services. If you know of a child, three to twenty-two, who may qualify for and is not now receiving available services, please call or write either

Melanie Amburn
Loudon County Board of Education
100 River Road
Loudon, Tennessee 37774
865-458-5411 Ext. 1008

Maria Warren
Loudon County Board of Education
100 River Road

Loudon, Tennessee 37774
865-458-5411 Ext. 1013

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

1-888-212-3162 or visit
<http://www.state.tn.us/education/speced/index.htm>
Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information

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

The ARC of Tennessee
<http://www.thearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615.248.5878 Toll-free: 1.800.835.7077
Fax: 615.248.5879

Support and Training for Exceptional Parents (STEP)
<http://www.tnstep.org/>
712 Professional Plaza
Greeneville, TN 37745
East Tennessee:
(423) 639-2464
[karen.harrison@tnstep.org/](mailto:karen.harrison@tnstep.org)

Tennessee Protection and Advocacy (TP&A)
<http://tpainc.org/>
4612 21st Avenue South
Nashville, TN 37212
1-800-287-9636 (Toll-free) or 615-298-1080
615-298-2471 (TTY) 615-298-2046 (FAX)

Tennessee Voices for Children
<http://www.tnvoices.org/>
East Tennessee:
Telephone: 864-609-2490
Fax: 865-609-2543

These are but a few of the organizations available to help with information, training and advocacy. For a

more extensive list, visit the Tennessee Disability Services – Disability Pathfinder Database:

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

On the webpage, select your “county” and the “service” you desire from the drop-down menu lists and click “Submit.”

**LOUDON COUNTY
SPECIAL EDUCATION/SECTION 504/HOMELESS
EDUCATION
IDENTIFICATION/LOCATION PROCEDURES
DATE: July 15, 2013 (School year 2018-2019)**

TO: Loudon County Parents
FROM: Melanie Amburn, Special Education Supervisor
Maria Warren, Section 504 Coordinator/Homeless Liaison
RE: Identification and Location of Children with Disabilities
Identification of Homeless Children and Youth

The Loudon County School System provides special education and related services and special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled between the ages of three and twenty-two and may not, on the basis of disability, discriminate against these children.

The Loudon County School System ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.

This memorandum is part of an effort to locate and serve those children who may need special education and related services and/or special accommodations. Additionally, it is part of an effort to locate and serve children and youth who are experiencing homelessness. If you know of a child, three to age twenty-two, who may qualify for and is not now receiving available services, please call or write:

Melanie Amburn or Maria Warren
Loudon County Board of Education Loudon County
Board of Education
100 River Road
Loudon, TN 37774
Phone: 865-458-5411

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and the Loudon County Board of Education do not intend this as an endorsement or recommendation for any individual organization, or service represented on this page.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY 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 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

**Loudon County Board of Education
Parent/Family Involvement**

GENERAL EXPECTATIONS FOR ALL SCHOOLS: The school district shall be governed by the statutory definition of parent involvement as cited 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 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 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 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 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 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.
- Every school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

Legal Reference:

1. PL 107-110, *No Child Left Behind Act of 2001*
2. TCA 49-6-7001-7003; State Board of Education - *Tennessee Parent Family Involvement Policy*.

SCHOOL BUS SAFETY

Student Responsibilities

1. Always cross the street in front of the bus. **Never** go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.
3. Stay 10 feet in front of the bus when crossing.
4. **Never** crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop about 5 minutes early.
6. Stay out of the road at bus stops.
7. Help protect the property where stops are located.
8. Never get in a car with a stranger.
9. Report any inappropriate behavior on the bus or near a stop to the driver and Principal.
10. Stay silent when the bus stops at a railroad crossing.
11. Provide a bus pass signed by the Principal if you wish to ride a bus other than the one you normally ride or get off the bus at a different stop.
12. Be courteous to the driver.

Parent Responsibilities

1. Review bus rules and conduct expectations with your child.
2. Instruct child to be 5 minutes early to the bus stop.
3. Monitor conduct and safety of your child before the bus arrives each morning.
4. Monitor conduct and safety of your child after the bus departs each afternoon.
5. If necessary, go over the route your child is to take between home and bus stop.
6. Encourage appropriate dress for inclement weather.
7. Provide a note to the Principal if you wish your child to ride a different bus or get off at a different stop. Bus passes are issued on a space available basis.
8. Be courteous to the driver.

Bus Driver Responsibilities

1. Operate the bus safely.
2. Arrive at bus stop no sooner than 5 minutes before or 5 minutes after designated time.
3. Remind students of safety and conduct expectations.
4. Be considerate of other vehicles.
5. Do not allow unauthorized people on the bus.
6. Report any suspicious activity or individuals near bus stops.
7. Report any misconduct or safety violations to the Principal (or designee).
8. Maintain appropriate operation of the bus video camera surveillance system.
9. Be courteous to students, parents, and school personnel.

School Closings

In the event of inclement weather or other emergencies, we will notify local and regional television and radio stations with information regarding modified school schedules or closings. Every effort will be made to make these announcements in a timely manner.

Please report any concerns involving a school bus to:
Loudon County Schools
Transportation Dept.
100 River Road
Loudon, TN 37774
458-5411 ext. 1014 or 1002

LOUDON COUNTY SCHOOLS



IMPORTANT TRANSPORTATION INFORMATION

MISSION STATEMENT

Loudon County Schools will graduate college and career ready students through rigorous and relevant learning opportunities.