

CMS

Student Handbook 2018-2019

Linda Owen M.A.Ed., Principal
Sarah Spain M.A.Ed., Assistant Principal
Susie Kephart M.A.Ed., Dean of Students

Katiea Mallett-5th and 6th Grade Counselor
Tara Canterbury-7th and 8th Grade Counselor

Jamie Wilson-Attendance
Amy Jones-Bookkeeper
Beth Howell-Front Desk

Phone-615-792-2334
Fax-615-792-2337

CMS Website: <http://www.cheathammiddleccs.net>
CMS Facebook: @cmsbearcats

700 Scoutview Road
Ashland City, TN 37015

This Agenda Belongs to:

Name _____

Phone _____ Homeroom _____

Cheatham Middle School Counseling Services

Cheatham Middle has two counselors that work with students enrolled in the school through a variety of counseling and information services. The school counselors work with the students on an individual basis, in small groups, and in classroom lessons regarding topics of concern. If you have any questions about your child or want to know more about the counseling services, please call the school at 615-792-2334. Services through Centerstone are also available at Cheatham Middle School.

Other Online Links

The county website is:
<http://www.cheathamcountyschools.net>
The county Twitter account is @ccboe
The library search website is:
<http://lib.cheatham.k12.tn.us>
The Accelerated Reader book find is:
www.arbookfind.com
The county Facebook page is
@cheathamcountyschooldistrict

Procedures and Information

Visitors: You are always welcome to visit your child's school. For the safety and well-being of our students, **all visitors must check in at the front office**, pick up a visitor's pass, and check out when ready to leave. If you need to see your child's teachers you will need to make an appointment to see them during their planning time.

Emergency Messages: Please try and make arrangements with your child in the morning whenever possible. If you must leave a message, these need to be communicated to the office by 2:00 in the afternoon. Please also refrain from calling with non-emergency messages during the school day.

Eating Lunch with your child: You are always welcome to come and eat lunch with your child. We have a designated area for you to sit with your child and no friends will be allowed. We want you to be able to enjoy your time with your child. Be sure to sign in at the office and then enjoy lunch.

Lockers: Each student will be assigned a locker. It is suggested that a lock be used on any locker at all times for safety and security purposes. Students may borrow a lock from school administration (replacement cost of 5 dollars) or may bring a lock from home. Students will be required to submit combinations for locks brought

from home to their home room teachers. Periodic inspections will be made to be sure that lockers are kept neat and orderly. Use only the locker assigned to you and keep it locked at all times. Book Bags, PE Clothes, purses, and coats are to be kept in the locker at all times.

Money Collections: When paying by check, please be sure and make checks out to Cheatham Middle School and not to individual staff members.

Bus Passes: Due to overcrowding on the buses, the school cannot issue bus passes. If you have an emergency and must make an appeal, you may call the BOE at 615-792-5664 as only they can issue bus passes.

Planners: All students are **required** to have their planners for all academic classes. Planners must be signed each night by parents/guardians in grades 5 and 6 and weekly in grades 7 and 8.

Library Policy: Students may check out one library book at a time for a period of 2 weeks. Overdue fines accrue at a rate of ten cents per day. Students that damage a book will be charged a repair fee ranging from \$.50 to \$5.00 based on the amount of damage. Students that damage a book beyond repair will be charged the replacement price of the book. This policy also applies to books used as class sets for reading instruction. Students that damage any materials that he/she checks out from the library will be responsible for the replacement cost of the library material. Resources may range at a replacement cost of \$5-\$40. If a book is lost and paid for, there will be no replacement costs. Report Cards will be held for outstanding library fines including lost or damaged library materials.

Emergency Information: Please be sure that we have an emergency number on file in the event that your child should become ill. If you change jobs and have a new contact number, it is imperative that you let us know so we can reach you. Please give your child complete instructions before they leave home if they are to do or go somewhere other than normal. Be sure and send a note to school to inform the child's teacher of the change. This will help avoid confusion at the end of the school day.

In case of Snow: Please listen to local stations for school closing information. A call out will also be sent out in the event of inclement weather. Please do not call the school as we need phone lines open between CMS and the Board of Education.

When a Child Becomes Sick at School: Parents, it is illegal for a child to bring any medicine to school whether it is prescription or non-prescription. Parents must bring all medications to school with proper documentation. Only medication that must be taken during school hours may be brought to school

by a parent. Please see the school system handbook for complete details. FAILURE TO COMPLY WITH THIS POLICY CAN AND WILL RESULT IN DISCIPLINARY ACTION.

For the protection of all the students, the following guidelines have been set and will be followed at all times. A student will be sent home when they have

- #1: A fever of 100 degrees or higher
- #2: Suspected contagious disease
- #3: Vomiting or diarrhea
- #4: Undetermined rash over any part of the body
- #5: Red Eye with watering or crusting
- #6: Feeling of sickness that would preclude the student from remaining at school

If your child has any of the above symptoms in the morning before coming to school, please keep them at home. We have very limited facilities for caring for ill children at school. Please have arrangements worked out in advance for having your child picked up should they become ill at school. Please make sure you have current and correct contact info and emergency numbers on file at school and notify us immediately should any number change. Your child must be fever free for 24 hours before returning to school. For attendance purposes you must make sure your child returns to school with a parent or physicians note for the date they were absent for illness. Please take note that only a physician's note can excuse a child's absence. A parent note can be used for parent days. *see attendance policy*

Board Policy 6.4031

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to: (1) proof of treatment with a pediculicide product (head lice shampoo), or (2) satisfactory examination by a school health official. Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis. Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

Academic Reports to Parents

Reports of student progress shall be made through report cards four times per year with intermittent progress reports coming home as well. You may also track your child's progress in real time by utilizing the Skyward Parent Portal program and App.

Grading Scale:

A=93-100

B=85-92

C=75-84

D=70-74

F=Below Failing

Make Up Work Requests

Teachers will prepare make-up work to send home only for extended absences of two or more days. A 24 hour notice will be required to get work ready to go home. Parents can get most homework information from teacher websites, the school website, or by emailing the teacher directly.

Field Trips: Written permission must be given by parents for a child to go on a field trip. The registration form contains a signature line for field trips. All school rules apply on field trips. Field trips are a privilege and if behavior at school warrants, field trips may be taken away. Students are required to ride the bus to and from field trips and parents are not permitted to ride buses.

High Energy Drinks Banned: Due to a number of issues with students and behavior associated with these drinks, we have placed a ban on bringing them to school.

Students Selling Items: Students are not permitted to sell or distribute items at school unless given explicit permission by the BOE.

Procedures for Breakfast, Lunch, and Cafeteria Behavior

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast Price: 2.00

Lunch Price: 3.00

Our menu is posted on our website on a regular basis. Occasionally these menus have to be changed because of late deliveries or snow days; however, most of them are served as listed.

We expect children to eat and handle food properly. Any misuse or behavior problems in dealing with improper use of food will not be tolerated. Such things as playing with food, throwing or licking food from trays, pouring milk over food they do not want to eat are all types of unacceptable behavior. We know you want your child to exhibit good manners at all times. It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reason why the child cannot drink milk. Soft drink containers are not allowed.

If you have any questions concerning the breakfast and lunch program or any charges your child may have accrued, please contact the cafeteria manager by contacting the front office.

For information concerning the lunch program at the BOE, please contact Tracy Wright (Food Supervisor) at 792-5664.

Cafeteria Rules

- Follow directions of teachers and monitors.
- Low noise level.
- Enter and leave cafeteria in orderly fashion.
- Observe proper table manners.
- Clean your eating area and dispose of trash properly.
- Stay seated and face table. (Keep your feet under the table and don't turn around in your seat)

Cafeteria Consequences

- Students will be placed in isolation by lunch supervisors for minor infractions while in the cafeteria.
- Students will be placed in ISS Lunch at the discretion of the cafeteria supervisors for inappropriate behavior.

Attendance Information and Procedures

ATTENDANCE

Attendance at school is vital for your child's success in school. All parents are encouraged to help their child/children develop the habit of good attendance. Arriving at school late and/or checking out of school early does affect your child's attendance record and could result in an appearance in truancy court. **(See the section on late arrivals and being tardy for more information)**

Arrival at School: No students should arrive at school prior to 7:15 A.M. No staff are on duty to supervise students. All students being dropped off must enter through the car rider entrance located in the lobby at the rear of the school. All students are permitted to go to the gymnasium at 7:15 for morning announcements until dismissed to class.

Please Note: Cars dropping off students are not allowed in the bus loading/unloading lanes and the teacher/staff parking lot in front of the school in the morning. You may park in the parking lot if you are coming in the building to conduct business. Visitor parking is marked.

If your child eats breakfast, the cafeteria opens at 7:15. When students arrive at school they should go directly to the cafeteria and get breakfast. The cafeteria will close at 7:45. In the case of late busses the cafeteria will continue to serve breakfast until students arriving aboard late buses have been fed.

LATE ARRIVALS: Being on time for school is very important. Attendance records, collections, and counts for the day are made at that time. We understand that things occasionally cause a child to be late, however; some students are habitually late. All students should be in class by 7:45 A.M and instruction will begin at 7:50. Any student arriving between 7:51 and 8:00 A.M will be counted as tardy.

Students that are tardy must be signed in by a parent and get an admittance slip from the office to enter class. Each time a student accumulates 3 tardies, they will lose a parent day. Students who arrive at school on a bus running late will not be counted as tardy. Students arriving after 8:00 A.M will lose a parent day (note that a parent has 5 parent days per year-see State/School Board Attendance Policy). The accumulation of 10 tardies shall result in a referral to the Student Attendance Board.

Dismissal

Car riders and walkers ONLY will be dismissed at 2:45; all bus riders will be dismissed by 3:00 P.M. Checkout prior to 2:45 will result in the loss of a parent day. Parents are to use the same procedure to pick up their child in the afternoons as they use for arrivals in the mornings. Please refer to the school map for specific directions. (Note: a parent has 5 parent days per year-see State/School Board's Attendance Policy)

Please Note: Cars are not allowed in the bus loading/unloading lanes in front of the school or staff parking lot between 2:30 and 3:00 P.M., or until all buses have left.

Car Rider Disclaimer: To ensure the safety of ALL students, all students who are picked up at the end of the day as car riders must remain inside the area that is bordered by red paint. This area is clearly visible and defined, and all students are aware of the red safety perimeter. If students exit the red safety perimeter prematurely they will be subject to disciplinary action as we take student safety very seriously. A Cheatham Middle staff member will release your child to board vehicles as it becomes safe for your child to board their respective vehicle.

LEAVING THE SCHOOL GROUNDS: Once you arrive at school or board a school bus, you cannot not leave under any circumstances without permission from the office. No students are to leave the school building to go to a car or elsewhere on or off the campus.

Testing Policy 4.700

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated.

The purposes of the program shall be to: 1. Assist in promoting accountability; 2. Determine the progress of students; 3. Assess the effectiveness of the instructional program and student learning; Aid in counseling and guiding students in planning future education and other endeavors; 5. Analyze the improvements needed in a given instructional area; 6. Assist in the screening of students with learning difficulties; 7. Assist in placing students in remedial programs; 8. Provide information for college entrance and placement; and 9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes: 1. Determining specific purposes for each test; 2. Selecting the appropriate test to be given; 3. Establishing procedures for administering the tests; 4. Making provision for interpreting and disseminating the results; 5. Maintaining testing information in a consistent and confidential manner; and 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary .

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science and social studies. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.

The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the course. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures. No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1. The name of the test; 2. The purpose and use of the test; The grade or class in which the test will be administered; 4. The tentative date or dates that the test will be administered; 5. The time and manner in which parents and students will be notified of the results of the test; and 6. How parents can access the questions and answers on their student's state-required tests.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

SCHOOL-WIDE DISCIPLINARY RULES AND CONSEQUENCES

CONDUCT AND COURTESY

While at school or school functions all students are expected to adhere to classroom and general school rules. Students who choose not to obey the rules will be subject to consequences that have been established by the teacher and the principal. These consequences begin with a warning and end with the student going to the office. We expect students to behave, learn, exhibit good manners, and to be responsible for their actions. Additionally, students are expected to respect and comply with any instructions given them by any member of the school staff. Students are to also respect textbooks, furniture, equipment, properties and facilities of the school. Student conduct includes not only a pride in personal conduct, but also a pride in the appearance of our campus. There will be no littering at school or on campus, and every effort should be made to keep the building and grounds clean. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will contribute to a positive school climate and culture.

GENERAL SCHOOL-WIDE AND CLASSROOM RULES

OUR THREE GENERAL SCHOOL RULES ARE:

BE RESPECTFUL - BE RESPONSIBLE - BE READY

It would be impossible to cover every situation in the brief space of our handbook, however; below is an abbreviated list of school-wide rules. Everyone should realize that our rules apply both at school or any school sponsored event on or off campus.

-Students should be respectful of all school staff. Minor violations will be dealt with through conferences, detentions, and strikes. Major or extreme incidents will result in ISS/OSS and possible referral to Student Discipline Hearing Authority (SDHA).

-Hallway behaviors should be quiet and students should walk on the right side of the hallway and will be escorted to areas outside their designated area. No running, sliding, or horseplay is tolerated in the hallways as this is unsafe behavior.

-Possession of or use of tobacco products is prohibited. Each offense will result in a citation to the Cheatham County Juvenile Court per Tennessee Code Annotated. Lighters and matches are not allowed at school.

-Behaviors that constitute Zero Tolerance are explained in the Cheatham County Student Handbook and will result in an automatic referral to SDHA. This includes drugs, firearms, knives, fireworks, etc. see board policy for other items.

-Public displays of affection are inappropriate for school and are not allowed. Public Displays of affection include but are not limited to holding hands, kissing, and hugging. Consequence for violations are strikes or ISS.

-Use of vulgar or profane language is inappropriate for school and is not allowed.

-Fighting, bullying, threats, and verbal confrontations have no place in school and will not be tolerated. Students who are involved in any of these will be subject to disciplinary action in the principal's office. Students that believe they are being provoked into a fight should notify school personnel.

-Students who abuse or misuse school property or the property of another individual shall **pay in full for all damages.**

-Students should not bring large amounts of money, electronic game systems, cameras, trading cards, or toys, etc. to school. The school cannot replace personal items which are lost, broken, or stolen. If a personal item is taken up, it will be returned at the end of the school year or to the parents when they come to the school.

-No chewing gum is allowed at school.

-No shanking or mooning (pulling one's own pants down or another student's pants down) is not allowed. These aforementioned acts are subject to out of school suspension and/or referral to SDHA.

-Any student misuse of school internet service or searches for inappropriate content using school internet will result in consequences up to and including referral to SDHA.

FIGHTING

Fighting will result in stern disciplinary action not only because we want our school to be a safe learning environment but also because we wish our students to learn positive ways to solve conflicts in their future. The punishment for a fight will be determined by the degree of involvement of the individual students. Typically, suspension will almost always result for both parties: ISS usually for pushing-shoving fights, OSS usually

results if punches are thrown. In addition, the grade level of the students involved and the severity of the offense are considered as well. Any student who actively encourages the fight or contributes to its developing stages may also be disciplined.

Notification of In-School Suspension

When a student is to be placed in In-School Suspension (ISS) the parent/guardian will be notified through a letter home, a phone call, text message, or a thorough email. The notice is not a request for permission to place a child in ISS, it is notification of what the school is going to do. Note that the length of time in ISS is at the discretion of administration depending on the type and severity of the offense. **Should a student get in trouble in ISS they will be suspended out of school (OSS).** It should be noted that ISS is always assigned in lieu of OSS. If a student will not behave appropriately while in ISS, do their work, and follow the rules of ISS then they are choosing OSS instead.

SUSPENSION FROM SCHOOL

The length of a suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension period. School officials will attempt to notify a parent/guardian by phone of suspensions or through the all-call system, however; time restraints may sometimes prohibit this. A student that has been suspended out of school may not appear on school property or at any school sponsored activity at or away from campus. This includes students placed at the alternative school. A student will be re-admitted to school after a satisfactory solution to his/her conduct is determined by administration. The length of the suspension will reflect the severity of the infraction and the student's prior suspension record.

Students Awaiting the Student Disciplinary Hearing Authority (SDHA)

Any student referred to the SDHA will be placed in ISS or OSS prior to their hearing date.

Tape Recorded Meetings with students, for purposes of clarity, all meetings with students are subject to being tape recorded. The recordings will be treated as confidential files.

Habitual Offender Rule

Some students flagrantly violate rules over and over and do not correct the behavior. We have set limits on how many times you can violate a rule before you are considered a habitual offender. Once you have been identified as a habitual offender, you may automatically receive a more significant punishment than a first time offender. This process has been very effective in getting students to stop breaking that particular rule. In addition, we also offer Response to Intervention for Behavior (RTI-B). RTI-B affords students interventions to assist them with correcting any behavioral concerns. If your student is assigned interventions in accordance with RTI-B you will be notified in writing.

Police Action-Fighting, Drugs, Weapons....

Fights, threats, possession of drugs, weapons, or other serious matters are subject to investigation and reported to our School Resource Officer (SRO). Under laws that went into effect in 2008, schools may turn investigations and possible prosecutions over to the police. We will attempt to let parents know that the police are going to talk to their child, but according to the law a parent does not have to be present when the authorities interview students. Your child may be arrested and taken to juvenile. Students are subject to searches when drugs and other prohibited items are suspected.

Please refer to school board policy 6.307.

No Bullying Policy

Bullying is a repetitive action by the same student, and typically involves an imbalance of power. Bullying type behaviors typically include, but are not always limited to: starting rumors/gossiping, threatening, name calling, taunting/ridiculing, demeaning comments, sexual harassment, stalking, intimidation, and flashing a weapon (any object that could potentially cause harm).

We do not tolerate bullying at our school. However, unless bullying is reported we cannot stop what we don't know about. When a child has been accused of engaging in bullying type behaviors several times parents will be notified by phone or by having a note sent home, whether or not we were able to prove their involvement. In this way the parent can question their child about what happened and why they were accused. Disciplinary action will be taken if these behaviors are not corrected.

NOTE: bullying, harassment, violence, etc. outside school that is prejudicial to good order in the school will fall under school discipline.

All reported allegations of bullying will be investigated by school administration, and subsequently punitive action will be taken if the reports of bullying are substantiated. Administration will then take punitive action in accordance with school-wide procedures.

Failure to Report a Potentially Harmful Event

Many times students are the first to hear other students that may be plotting/planning, boasting, writing down, or just generally talking about bringing or doing something at school that is potentially harmful, dangerous, or illegal. This might include such things as bringing weapons to school, bringing drugs/alcohol/tobacco or other illegal items, planning or talking about fighting, assaulting, or committing bodily harm on someone, theft, or any other types of illegal activity. To have knowledge of any of these types of things and not report it leaves that individual open to both school punishment and prosecution should an act be carried out that could have possibly been prevented. We encourage students, parents and the community to help keep us informed of any potential for harm. The school has a responsibility to try to keep everyone safe. Individual names of those providing information will be kept confidential.

POSITIVE REWARDS

Well behaved students will be recognized with group and individual awards at various points throughout the school year as part of our ongoing PBIS Program.

SCHOOL BUS RULES AND REGULATIONS

Acceptable conduct on the school bus is developed by the cooperative effort of the transportation director, principals and bus drivers. All discipline is related to the primary concern for the safety of students. All school children being transported on a school bus are under the direct supervision and control of the school bus driver and shall be subject to suspensions from bus transportation. The bus driver shall be firm but fair in dealing with students.

In order to assure each student safe transportation while on a school bus, the following rules, established by the transportation director and the transportation committee, must be adhered to:

1. Students will remain well back from the roadway while waiting for the bus.
2. Enter the bus in an orderly fashion and go directly to a seat and remain there until the destination is reached.
3. To ensure safety, the driver must be totally in charge, and passengers must respond promptly to all instructions given. All students will be assigned a seat at the beginning

- of the year.
4. The use of any tobacco products, gum, food or drink on the bus is prohibited.
 5. Passengers must obey classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited. Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or the driver.
 6. Students must maintain reasonable order so that the driver may be alert for various traffic hazards.
 7. Keep aisles and step well clear at all times. If you must carry personal items on the bus with you, please hold them in your seat. No personal items will be allowed to take a student's seat. Items too large to be held in a student's lap or store under the seat will be denied.
 8. Students must keep head, hands, arms, feet, and legs inside the bus at all times. Do not extend any portion of the body out of the bus windows.
 9. Pupils shall enter or leave the bus with the consent of the bus driver at the front door only, except in an emergency. Emergency doors and exits are for emergencies only.
 10. Student who must cross the street at a bus stop shall not do so. until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.
 11. In order that drivers may meet their time schedule, students are expected to be at the designated stop at the scheduled time. The bus cannot wait for tardy passengers. **Never** run to catch a bus. Be early.
 12. Children who live close together are to come to a common bus stop in order to avoid as many unnecessary stops for the bus as possible. No stops will be closer than 600 feet.
 13. Drivers will not unload passengers at places other than the regular stops near their homes, or at a school without an authorized bus pass approved by the transportation director and signed by the student's principal or his/her designee. A note signed by the parent to the driver will not suffice unless this child is one of your regular riders and is riding to another location on the same bus route.
 14. A student shall become ineligible for pupil transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state and local rules and regulations pertaining to pupil transportation.
 15. Any principal may for good and sufficient reasons suspend a pupil from attendance at school or from riding a bus until the case is decided by the Board of Education (code 6.316, TSB Section 6, page 41, TCA 49-6-3401).
 16. Any name calling that refers to religion, sex, or race will be written up.
 17. Use of profanity in any form is prohibited. Any profanity directed to another person will be an immediate write up.
 18. Students will not be allowed to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus. All students must put away their pencils before entering the school bus.
 19. Students shall not tamper with any of the safety devices such as door latches, hatches, and fire extinguishers.
 20. Use of aerosol sprays or cologne on the bus is strictly prohibited.

Failure to follow these regulations may result in suspension from Cheatham County School's Transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time a reinstatement is made.

Suspension of Bus Privileges

Failure to follow any of the school bus rules and regulations shall be considered misconduct on the school bus and will be dealt with swiftly and fairly. The category of misconduct will determine the discipline procedure taken. Any misconduct of violence or vandalism will result in an automatic suspension. The driver will take the student to the student's principal or other administrator for immediate suspension. Notwithstanding any infractions that require immediate suspension, typically bus discipline is sequential.

The bus discipline sequence is as follows:

1st Offense-Letter of Warning

2nd Offense-3 day bus suspension

3rd Offense-5 day bus suspension

4th Offense-10 day bus suspension

5th Offense-Student is referred to the Student Disciplinary Hearing Authority (SDHA)

Any remaining bus suspension days can roll over to the beginning of the next school year. Once a child has been suspended the child will take a suspension letter home to the parent, and will not be permitted to ride any school bus during the time of the suspension.

AFTER A CHILD HAS BEEN SUSPENDED FROM THE SCHOOL BUS ONCE, EACH SUCCESSIVE VIOLATION OF SCHOOL BUS POLICIES WILL RESULT IN AUTOMATIC BUS PRIVILEGE SUSPENSION IN ACCORDANCE WITH CCBOE POLICY 6.308.

School Dress Code

Students shall observe modesty and appropriateness in clothing and personal appearance. A student is not appropriately dressed if he/she is a disturbing or a disruptive influence to the educational environment or presents a safety concern for others. Fashion is constantly changing and some fashion changes may not be appropriate for school. We reserve the right to make changes to the dress code as needed to address these changes to keep disruption to the educational process to a minimum and maintain a safe school. The dress code rules are as follows:

-Hats, caps and sunglasses are not to be worn in the building

-The length for skirts, dresses and shorts must be the length of a horizontal index card from the knee. This includes items worn with leggings; the shirt or skirt must meet dress code length even if leggings are worn underneath

-Shirts, tops, and blouses with a bare midriff or revealing neckline are not allowed.

-No attire depicting or promoting violence, alcohol, tobacco or drugs

-No gang related clothing

-No clothes with suggestive, crude, rude, racial, or discriminatory statements are allowed. This also includes wearing clothes displaying the rebel flag.

-Shoes must be worn by all students. House shoes are not allowed.

-No heavy chains, spikes, or other items that cause a safety concern

Consequences: If a violation can be corrected, it will be done so immediately with a warning. If it cannot be corrected at school, the student will wait in ISS for appropriate attire to arrive at school. If this does not occur, the student will remain in ISS.

-Jeans must be neat and fit appropriately. No holes or frays are allowed above the knees.

-Sagging pants are not allowed.

-No sleeveless shirts with excessively large or revealing sleeve openings

-Students should not wear clothing that resembles loungewear, yoga pants, pajamas or underwear. (There may be exceptions for special day's i.e spirit days).

-Students may not mark or draw on themselves or others

-No tube tops, see through tops, mesh tops, or spaghetti strap shirts allowed. Straps on shirts must be width of a dollar bill. With a sheer outer shirt the under shirt must meet dress code requirements.

-Students may not wear trench coats.

All CMS Staff members reserve the right to require the removal and/or replacement of any items that are considered to be a hindrance to the educational environment of CMS-even those not explicitly mentioned in this policy

Parent Communication

It is the goal of the staff of CMS to maintain a consistent level of communication with all vested stakeholders in the CMS Community. Information will go home during the first week of school regarding our Parent Engagement Committee, our school-wide parent newsletter, and any and all updates to our social media program. We also will be active throughout the year keeping you updated through school-wide emails and the phone tree system.

Student Code of Conduct

District Policy Handbook

ZERO-TOLERANCE VIOLATIONS

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

Zero tolerance offenses include: 20 U.S.C. § 8921; TCA49-6-4216(b); TCA 49-6-340(g) Policy# 6.309

1. Unauthorized possession on school property of a firearm, or anything designed, made or adapted for the purpose of inflicting death or serious bodily injury
2. Battery upon a teacher, principal, administrator, any other employee of a local education agency or school resource officer;
3. Unlawful possession, use, influence of, sale, distribution, or delivery of any drug including any controlled substance as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA 53-10-101.
4. Any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention TCA49-6-4216(a)(2)(C)

DUTY TO REPORT

In accordance with state law, a student already enrolled or one who enrolls in a Cheatham County School who has been convicted of a felony offense must report that offense to the principal at the time of enrollment or at the beginning of the school year. The parent has the same obligation if the child is under the age of 18. It is a felony for any adult who has knowledge of a student having a firearm on campus not to report that fact to an administrator, a teacher, or other responsible adult. Any student who becomes aware of a developing situation that can reasonably be expected to result in injury or harm to another person, student or adult, has a duty to report such knowledge to a teacher, administrator or responsible adult.

SMOKING AND POSSESSION OR USE OF TOBACCO

Policy# 6.3131

Students shall not use or possess any tobacco product nor smoking devices at school or any school function where they officially represent the school. Possession or use of any form of tobacco is in violation of Board policy.

STUDENT DISCRIMINATION/HARRASMENT /BULLYING/INTIMIDATION Policy # 6.304

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

5 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover
6 employees, employees' behaviors, students and students' behaviors while on school property, at any school-
7 sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act
8 takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is
9 directed specifically at a student or students and has the effect of creating a hostile educational environment or
10 otherwise creating a substantial disruption to the education environment or learning process.

11 Building administrators are responsible for educating and training their respective staff and students as to the
12 definition and recognition of discrimination/harassment.

13 DEFINITIONS

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

16 Physically harming a student or damaging a student's property;

17 Knowingly placing a student or students in reasonable fear of physical harm to the student

18 or damage to the student's property;

19 Causing emotional distress to a student or students; or

20 Creating a hostile educational environment.

21 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,
22 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a
23 hostile environment.

24 Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include,
25 but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging,
26 emails, social networking sites, instant messaging, videos, web sites or fake profiles.

27 Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s)
28 that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to

Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304

1 endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not
2 encourage, permit, condone or tolerate hazing activities.

3 "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those
4 actions taken and situations created in connection with initiation into or affiliation with any organization.

5 COMPLAINTS AND INVESTIGATIONS

6 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor
7 or building administrator.² All school employees are required to report alleged violations of this policy to the
8 principal/designee. All other members of the school community, including students, parents, volunteers, and
9 visitors, are encouraged to report any act that may be a violation of this policy.

10 While reports may be made anonymously, an individual's need for confidentiality must be balanced with
11 obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to
12 conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties
13 and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

14 The principal/designee at each school shall be responsible for investigating and resolving complaints. 15 Once a complaint is
received, the principal/designee shall initiate and investigation within forty-eight (48) hours of receipt 16 of the report.⁴ If a report is
not initiated within forty-eight (48) hours, the principal/designee shall provide the 17 director of schools with appropriate
documentation detailing the reasons why the investigation was not initiated 18 within the required timeframe.

19 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination,
20 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district
21 counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying,
22 or cyber-bullying shall be referred to the appropriate school counselor by the principal /designee when deemed
23 necessary.

24 The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy,
25 and such act shall be held to violate this policy when it meets one of the following conditions:

26 It places the student in reasonable fear or harm for the student's person or property;

27 It has a substantially detrimental effect on the student's physical or mental health;

28 It has the effect of substantially interfering with the student's academic performance; or

29 It has the effect of substantially interfering with the student's ability to participate in or benefit from the
30 services, activities, or privileges provided by a school.

31 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete
32 investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken
33 within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or
34 intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director
35 of schools with appropriate documentation detailing the reasons why the investigation has not been completed or
36 the appropriate intervention has not taken place. ⁴ Within the parameters of the federal Family Educational Rights

37 and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the
38 parents of the complainant, parents of the accused students and to the Director of Schools.

Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304

1 RESPONSE AND PREVENTION

2 School administrators shall consider the nature and circumstances of the incident, the age of the violator, the
3 degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly
4 respond to each situation.

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

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

11 REPORTS

12 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical
13 harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high 14
school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the 15 board of
education.

16 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought 17 to the attention
of school officials during the prior academic year. The report shall also indicate how the cases 18 were resolved and/or the reasons they
are still pending. This report shall be presented to the board of education 19 at its regular July meeting, and it shall be submitted to the
state department of education by August 1.

20 The director of schools shall develop forms and procedures to ensure compliance with the requirements of this
21 policy and TCA 49-6-4503.

22 RETALIATION AND FALSE ACCUSATIONS

23 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is
24 prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be
25 determined by the administrator after consideration of the nature, severity, and circumstances of the act.

26 False accusations accusing another person of having committed an act prohibited under this policy are prohibited.
27 The consequences and appropriate remedial action for a person found to have falsely accused another may range
28 from positive behavioral interventions up to and including suspensions and expulsion.

USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL Policy# 6.312

1 Students may possess personal communication devices and personal electronic devices so long as such
2 devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but
3 are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to
4 record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players.
5 However, a teacher may grant permission for the use of these devices to assist with instruction in his/her
6 classroom, and teachers are encouraged to integrate the devices into their course work. The principal or
7 his/her designee may also grant a student permission to use such a device at his/her discretion.
8 Students and employees may only use electronic devices to photograph or record in an approved manner.
9 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be
10 released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary
11 action.

Policies and Notices Related to the Administration of Schools

ATTENDANCE

Policy# 6.200

TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW

Every parent, guardian, or other person residing within the State of Tennessee, having control or
charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall
cause such child or children to attend public or non-public school, and in the event of failure to do so, shall
be subject to the penalties hereinafter provided. The meaning of the word, "inclusive," is that children must
attend school from six (6) until eighteen (18) years of age.

Any parent, guardian, or other person who has control of a child or children, and who shall violate the
provisions of this part, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to
a fine and court costs, as provided by law, at the discretion of the court. Each day's unlawful absence
shall constitute a separate misdemeanor.

MEDICINES Policy# 6.405

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with the assistance in compliance with the following regulations: Parents must have form completed and signed by the doctor.

Written instructions **signed by the parent** or legal guardian will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or legal guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma). Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent or legal guardian in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or legal guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed. The parent or legal guardian is responsible for informing the designated official of any change in the student's health or change in medication.

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of these is the right to inspect and review the student's education records within 45 days of the day the System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the System as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If there are any additional questions relative to student records, they should be directed to the Director of Student Services or the Director of Schools.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Cheatham County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to: Beth Batson (615)792-5664

The Cheatham County Board of Education acknowledges that it is desirable to resolve all allegations of discrimination through free and informal communications. A request for an informal conference must be made by the grievant within 10 calendar days after an alleged violation has occurred. A conference must be convened within five calendar days after receipt of the request.

NO CHILD LEFT BEHIND ANNUAL NOTICE TO PARENTS

Title I of NCLB requires local educational agencies to notify parents of children in Title I schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any para-professionals providing support to the child.

ANNUAL INFORMATION OF STUDENT RECORDS Policy# 6.601

The Cheatham County School District provides annual notice of the right of students and guardians to:

1. Inspect and review the student's education records
2. Seek correction of any items in the record which are inaccurate, misleading or in violation of the student's rights

File a complaint with the appropriate state or federal officials when the school system violates laws

3. and regulations relative to student records
4. Obtain a copy of this policy and a copy of the student's educational records
5. Exercise control over other people's access to the records except when prior written consent is given from the guardian, when circumstances are provided by law, or when directory information is requested, or as needed for legitimate educational purposes by the principal/designee.

PARENTAL RIGHTS-SPECIAL EDUCATION

Parents of children who are suspected to need or identified as needing special education services have certain rights, which are guaranteed by state and federal law. Those rights and responsibilities are briefly outlined below. If you would like a full explanation of any of the items, please contact Mike Parsley, Supervisor of Special Education at 792-2070 or the Tennessee Department of Education district office. You have the right to give or refuse consent for any actions initiated **by** the local school agency. You have the right to a written notice within a reasonable time prior to any action requiring your consent.

Evaluation: You have the right to have a full evaluation of your child's individual educational needs to be administered by trained personnel.

Least Restrictive Environment: Your child has the right to be educated with his/her peers in the least restrictive environment which is appropriate for the student.

Student Records: Your child's records are confidential and may only be reviewed by you and other authorized persons.

Administrative Complaints: You have a right to file an administrative complaint with the Tennessee Department of Education, Division of Special Education, when you believe the LEA has failed to comply with state and federal regulations governing the education of children with disabilities.

CHILD FIND PROGRAM

In compliance with state and federal law Cheatham County School District states any disabled child ages 3 through 21 years of age must be served in an appropriate program to meet the needs of the child. The Cheatham County School District will provide 504 and Special Education services to any student with a disability without discrimination or cost to the student or family. If you know a child who may need special services, please contact the Director of Special Education at 615-792-5664

ASBESTOS NOTIFICATION

An environmental engineering firm has completed a study to determine the presence and location of friable and non-friable asbestos Materials in all buildings of the Cheatham County School District. All buildings were inspected in accordance with Environment Protection Agency guidelines for asbestos-containing materials. (**Le.**, 40 CPR PART 763). In most of the schools, the asbestos fibers are primarily confined to boiler rooms and pipe insulations to which students do not have access. If you have any questions or concerns please contact the Maintenance Supervisor at 615-792-5664

NONDISCRIMINATION POLICY

It is the policy of the Cheatham County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Sexual Harassment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Inquiries regarding compliance with Title VI should be directed to: Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C. Inquiries regarding compliance with Title IX should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C. Inquiries regarding compliance with 504 should be directed to: Stacy Brinkley of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

The aforementioned Board of Education Policies are subject to update or amendment. You may access Cheatham County BoE policies online at any time using the URL provided below.

<http://www.boardpolicy.net/?DivisionID=19395>

