

SCMS Student Handbook Signature Page

I understand that as my child enrolls in Stewart County Middle School, he/she is subject to all rules and consequences provided in the student handbook. **I acknowledge I have read and understand the contents of this handbook.**

By signing below, I also agree that I have read the Technology Acceptable and Responsible Use Policy contained within the Student Code of Conduct. I have read and understand the rules, expectations, and consequences of use of SCSS technology equipment, network, and/or internet. Both my child and I understand that every time my student uses SCSS technology equipment, network, and/or internet, he or she accepts the terms of this policy including full responsibility and liability for his or her actions

Student Name _____ Date _____

Parent Name _____ Date _____

Parent Signature _____ Date _____

The SCMS Student Handbook is also available online at
<https://www.stewartcountyschools.net/stewart-county-middle-school>.



After reading, please sign and return this sheet.

SCMS Title I Program Learning Compact

Each student may expect that Stewart County Middle School will:

1. Provide a free quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Provide students with the opportunity to respectfully express their opinions, concerns, and complaints.
5. Address all complaints and concerns brought to the attention of school personnel and school staff.
6. Inform students of the rules and expectations in this handbook and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

1. Read and become familiar with this handbook.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school-related functions on or off-campus.
3. Demonstrate courtesy and respect for others.
4. Attend all classes, regularly and on time.
5. Prepare for each class, take appropriate materials to class, and complete assignments.
6. Obey all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school academic progress.

Each parent/guardian may expect that Stewart County Middle School will:

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Stewart County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.
6. Provide access to information about Stewart County School District's policies and procedures.

Each parent/guardian is expected to:

1. Read and become familiar with this handbook.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
4. Inform school officials about any concerns/complaints in a respectful and timely manner.
5. Work with the school administration, teachers, and other staff to address any academic or behavioral concerns regarding their students.
6. Talk with their students about the behavior that is expected at school.
7. Support their student's learning and school activities.
8. Be respectful and courteous to the staff, other parents, guardians, and students.
9. Respect other students' privacy rights.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

We believe that students and parents who will accept these responsibilities will be on track for success and high achievement.

**Student Handbook
2022-2023**



“Empowering students to achieve.”

Our mission is to empower all students with the skills and knowledge necessary to be lifelong learners and to achieve their highest potential.

Visit us online at: <https://www.stewartcountyschools.net/stewart-county-middle-school>

Stewart County Middle School 931-232-9112

Introduction	7
Welcome	7
Mission Statement	7
School Website	7
School Telephone Directory	7
Parent Family Involvement	8
Request for Meetings	9
Visitors	9
Involvement in School Planning	9
Effective Schools Surveys	9
School Family Liaison	9
Non-Discrimination Policy	10
School Calendar	11
School Day	11
Bell Schedule	11
School Procedures	12
Class Attendance	12
Make-Up Work Policy	12
Tardy	12
Late to School Procedures	12
Early Dismissal Procedures (Tardy)	12
Tardy To Class Policy	12
Emergency Dismissal	12
SCMS Homework/Class Work Policy	12
General Information	13
Media Access to Students	13
Book and PE Lockers	13
Books, Materials and Equipment	13
Medication/Health Screening	14
Phone Calls	14
Field Trips	14
Supervision of Students by Teachers	15
Phones and Electronic Devices	15
Assembly Programs	15
Library	15
Breakfast & Lunch Programs	15
Energy Drinks	15
Free and reduced meals	15
Safety	15
Emergency Drills	16
ESL Program Policy	16
Federal Programs	17

504 Complaint Procedure	17
Academic Expectations	17
Grading System	17
Grade Reporting	17
Grading Scale	17
Attendance	18
TN School Attendance Law	18
Required Attendance Reports	18
Stewart County Board of Education Attendance Policy	18
Excused Absences	19
Unexcused Absences	19
Progressive Truancy Flowchart	19
Transfer Option for Students Victimized by Violent Crimes	20
Student Code of Conduct	20
School-Wide Positive Behavior Support	20
Rebel Incentive Program	20
School Wide Rules	21
Code of Conduct Violation	21
Bus Conduct	21
Hall Conduct and Class Changes	22
Bullying/Intimidation	22
Bullying Plan	23
Threats	23
Due Process	23
Parental Notification	23
Disciplinary Options	23
ISS	23
Suspension	24
Alternative Learning Center	24
Expulsions	24
Zero-Tolerance Behavior	24
Drug and Alcohol Testing	24
Weapons and Dangerous Instruments	25
Gangs	25
Prohibited Activities	25
Sexual Harassment of Students	25
Searches and Seizures	25
Locker Searches	26
Searches by Police	26
Dress Code and Appearance for Students	26
Video Surveillance	27
Athletic Code of Conduct	27
State of Tennessee Contact Information	28

Tennessee Department of Education	28
Child Advocacy Group Contact Information	28
The ARC of Tennessee	28
Support and Training for Exceptional Parents (STEP)	28
Disability Rights TN	28
Tennessee Voices for Children	28
Centerstone	28
Acceptable Use Policy for the Stewart County Schools Computer/Technology Network	29
Educational Purpose	29
Student Internet Access	29
Responsible Uses	30
Student Rights	32
Free Speech	32
Search and Seizure	32
Due Process	32
Limitation of Liability	32
Minor Discipline Referral	33
Major Discipline Referral	34

Introduction

This handbook is a valuable resource for students and guardians. Its purpose is to guide students and answer questions concerning the policies of Stewart County Middle School. If you cannot find the answers to your questions, feel free to contact the office at 232-9112.

Welcome!

It is our pleasure to welcome you to Stewart County Middle School. We take a great deal of pride in the students and faculty of Stewart County Middle School and look forward to working with each and every one of you. Let us encourage you to participate in the many programs available to you and to always take pride in being a Stewart County Rebel. This year is a new chapter in the history of Stewart County Middle School; take the opportunity to make a positive mark on that history.

It is our sincere wish that each of you have a happy and successful year. If at any time we may be of assistance please feel free to make an appointment to see us in our offices.

Principal
Donna Gillum

Assistant Principal
Jessica Crutcher

Mission Statement

“Empowering students to achieve.”

Our mission is to empower all students with the skills and knowledge necessary to be lifelong learners and to achieve their highest potential.

School Website

There is a great deal of information provided on the school website about school activities and programs. On the web, parents may find contact information (email) for school personnel. You may access the middle school website by going to <https://www.stewartcountyschools.net/stewart-county-middle-school>

School Telephone Directory

- | | |
|---------------------------------------|-----------------|
| ● Stewart County Middle School | 232-9112 |
| ● SCMS Fax | 232-4608 |
| ● SCMS Cafeteria | 232-6436 |
| ● Board of Education | 232-5176 |
| ● Dover Elementary School | 232-5442 |
| ● North Stewart Elementary School | 232-5505 |
| ● Stewart County High School | 232-5179 |
| ● Center for Teaching & Learning | 232-5351 |
| ● Alternative Learning Center | 232-5179 |

Parent/Family Engagement

4.502 Parent/Family Engagement Policy

GENERAL EXPECTATIONS FOR ALL SCHOOLS

The Stewart County Board has adopted a Parent/Family Involvement Policy. The following policy will be used to create Family and Community Engagement Plans for each of the four schools in Stewart County. 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. 1

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*.

Parents' Rights to Know

- Information in a format and language that they can understand, to the extent possible.
- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches
- Whether the teacher is teaching under emergency or provisional status because of special circumstances
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree
- Whether paraprofessionals provide services to your child and, if so, their qualifications

Request for Meetings

It is the desire of the Stewart County Middle School to provide parents with opportunities to request meetings, to formulate suggestions, and to participate in decisions relating to the education of their children. If you would like to request a meeting with the administration or with your child's teacher please contact the school and a meeting will be scheduled. You may contact your child's teacher, directly by clicking on the school's link on the website and then the teacher's name, or by leaving the teacher a voicemail at the school. **All meetings will need to be scheduled 24 hours in advance.**

Visitors

Visitors will need to check in to the front office through the main entrance of the school. We will be keeping all doors locked for the safety of all students in the building.

In compliance with State Law and Board Policy, visitors are required to report directly to the office. Every effort will be made to ensure that classes and teachers are not disturbed during class time.

Students are not allowed to bring visitors to the school.

Involvement in School Planning

Advisory Council

Each school in the Stewart County School System has an Advisory Council that meets monthly to discuss school issues, concerns, solve problems, plan and brainstorm ways to improve the school. These councils are composed of parents, teachers, administrators, and students (when appropriate). If you would like to attend an Advisory Council meeting, present information at a meeting, or join the council at your child's school, please contact the school's administration. The Positive Behavior Support Team shall serve as the Advisory Council at Stewart County Middle School.

School Improvement Planning Teams

School Improvement is a continuous process utilized in Tennessee schools to ensure that schools are meeting all students' needs. School Improvement teams are one way to begin building the professional learning communities needed to support the continuous improvement effort. These teams are charged with learning to effectively use data to determine student performance goals and to use research to identify strategies and interventions to achieve these goals. School-wide planning includes all constituencies involved in the school. The quest for tools to improve student learning will be sustained throughout the continuous school improvement process.

Effective Schools Surveys

Each November parents of students in the Stewart County School system should receive a survey concerning their student's school. This survey is an important data source for the schools to use in their school improvement process. If you do not receive a survey please call the Board of Education at 931-232-5176.

School Family Liaison

The purpose of the Stewart County School Family Liaison (SFL) is to confidentially support students and their families that are referred by school staff. The SFL works to identify and address any social-emotional-environmental issues that interfere with the students' academic progress. The SFL provides an avenue in which parents can receive assistance related to school and family success.

The SFL assists with:

- Providing needed resources to students and their families and assist in the referral process for services.
- Works with families to help them engage with the school and their child's academic life.
- Assists in accessing basic needs or school supplies for a student.
- Networks with community agencies to find the resources which could quickly serve a student's needs.
- Observe evaluations, IEPs, or any school meeting related to a referred student.

- Performs home visits when needed.

If you have any questions for the SFL, you can contact them at (931) 305-9881 or sydneymyers@stewartcountyschools.org

Non-Discrimination Policy

It is the policy of Stewart County School System not to discriminate on the basis of sex, race, national 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 Acts, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to:

Mike Craig, Director of Schools
Ben Duncan, Title VI, IX
Robyn Crain, Section 504
Central Office 232-5176

**The Stewart County Board of Education provides services for all eligible students under IDEA, Part B and Section 504. If you know of a child who may be in need of services due to a disability please contact the Stewart County Board of Education at 232-5176.*

Stewart County Schools Career and Technical Education Annual Notice of Nondiscrimination

The Stewart County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities. The Stewart County School System offers classes in many career and technical education program areas under its open admissions policy. Specifically, the Stewart County School System offers admissions based on selective criteria in Work-Based Learning through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact the admissions office at 931.232.5176. The following people have been designated to handle inquiries regarding the nondiscrimination policies:
Ben Duncan or Jackie Perigen 1031 Spring Street, Dover, TN 37058 931.232.5176

District School Calendar


https://www.stewartcountyschools.net/_files/ugd/801e36_8ab1737268484d8581702307def8f203.pdf

School Day

School instructional hours are from 7:40 a.m. until 2:40 p.m.

Students may not be present on school grounds before 7:10 a.m. or after 3:00 p.m. unless they are under the supervision of an employee or extracurricular activity sponsor. If school is dismissed early, students are expected to leave the grounds within 15 minutes of dismissal.

22-23 Bell Schedule



Class Schedule

Time	6th Grade	7th Grade	8th Grade
1st Period	7:42-8:33		
2nd Period	8:37-9:28		
3rd Period	9:32-10:23		
4th Period & Lunch	10:27-10:52 <small>Lunch</small>	10:27-10:53	10:27-11:23
	10:56-11:52	10:57-11:22 <small>Lunch</small>	
			11:26-11:52
5th Period	11:56-12:47		
6th Period	12:51-1:42		
7th Period	1:46-2:37		

School Procedures

Class Attendance

A student is expected to attend all classes. Students are responsible for making up all work missed during an absence. In order to meet the requirements for credit, a student in the Stewart County System shall have an approved record of attendance. See the Attendance section for more detailed information.

Make-up Work Policy

When a student is absent from class they have the same number of days they were absent to make arrangements to complete any work missed. If a test has been previously scheduled it must be made up when the student returns to school.

Tardy

Tardy is defined as missing five minutes or less of class time, whether arriving late or leaving early. If a student is tardy more than three times (unexcused), disciplinary action will be taken for each subsequent tardy - see the tardy policy.

Late to School Procedures (Tardy)

Students who are late to school (or class after the 7:40 tardy bell) are to report to the main office before reporting to class to receive a tardy slip. The student will not be admitted to class without a tardy slip.

Early Dismissal Procedures (Tardy)

Students should only be dismissed from school for important matters, i.e. Doctor's appointments, family emergencies, or unavoidable absences. If possible, guardians should call before 7:40 on the day of the early dismissal. If a note is sent, the student should bring it to the office before 7:40.

When returning back to school from an early dismissal, a student is required to check back into the office.

Tardy To Class Policy

When a student enters class after the bell rings without a teacher or office note, they must report to the office and sign the tardy log. When a student signs the log 3 times, they will receive a written discipline warning. After the written warning, students will receive ISS during their PE class period for one day. Being tardy to 1st period goes on the attendance record. Being tardy to school goes on the attendance record. Excessive tardies to school could result in a truancy hearing.

Bus Notes

We will not be accepting bus notes. Your child should have one address that they get on and off the bus everyday. Students are not allowed to ride the bus to another location or get on another bus.

Emergency Dismissal

School may be cancelled in advance of the scheduled day. If school is dismissed early, parents will be contacted using an automated phone system. It is important that you contact the office if your phone number changes during the school year. In such cases, local radio and television stations will carry the notice of cancellation.

SCMS Homework/Class Work Policy

In an effort to build on student achievement, the Stewart County Middle School faculty has designed a homework policy to ensure success.

- **The amount of homework**
The approximate amount of homework should average 10 minutes per grade level. Homework can include assignments from class, studying notes, preparing for quizzes or tests.
- **Absences**

Absences will include unexcused, excused, and suspensions.

It will be the student's responsibility to obtain missing assignments from each teacher.

Each day of an excused absence, equals one day to turn in missed work. For example, if a student is absent for three days, he/she will have three days to turn in assignments.

If a student turns in completed work in the allotted time, he/she will receive full credit. However, if a student does not complete work in the allotted time, it will be the teacher's discretion on the amount of credit given.

- **Late Homework**

This will include any homework assignments and make-up work that is not turned in on time.

Late homework assignments will not receive full credit. It will be the teacher's discretion on the amount of credit given for late work.

General Information

Media Access to Students

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified as a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Book and PE Lockers

All lockers are the property of SCMS and will be assigned to students. Students must use the locker assigned to them and are not to place items in another locker. Lockers are subject to inspection at any time. Each person is responsible for the cleanliness and orderliness of his/her locker. The office must authorize changes in lockers by students. Lockers offer minimal security and items of unusual value should not be placed in them, particularly if a lock is not used. Students have the opportunity to purchase locks from the office. These locks can be purchased from the school for \$10 each. Only combination locks provided by the school may be placed on book and PE lockers. Athletic and PE lockers are not to be used for school books and supplies. Students are not to enter the PE or Athletic Dressing Rooms between classes, lunch or homeroom. Anyone doing so without permission will be assigned to ISS.

Books, Materials, and Equipment

All textbooks, library books, and other materials and equipment necessary to the educational process are property of the Board of Education. Students are responsible for their proper care and safeguarding. Students are not to mark or damage books and materials in any way. Failure to return and/or provide replacement value shall result in no additional books, materials, or equipment being issued to the student.

Medication

Medication shall be administered only when the student's health requires that it be given during school hours. It is the parent's responsibility to bring this medication to school and give it to the school nurse/designee and remove any unused medication when treatment is completed. All medication, prescription or non-prescription must be delivered to the office to be kept during the day. The only exception to this is medication that must be retained by the student for self-administration in emergency situations (i.e. students with asthma). All medicines brought to school should be in the proper container giving doctor directions for administration. The medication should be only for the student whose name is listed on the bottle. Giving or taking medicine not belonging to the proper person is subject to strong disciplinary action. The possession of over-the-counter "pep pills", stimulants, and similar chemical items is prohibited.

Student Health Screenings Notification

As required by the Tennessee Department of Education, mandated Student Health screenings will be conducted at your child's school this year. The high school students will be screened in their Wellness classes. Austin Peay State University (APSU) Nursing Department, Lions Club and various other trained volunteers will be assisting with screenings. While all information is private and confidential some information may be shared with the classroom/PE teacher(s) such as elevated blood pressure, vision or hearing needs to assist with your students educational needs. This data is reported to the Tennessee Department of Education and the Tennessee Department of Health.

We will be screening to determine if your child has a health risk that 1) needs medical attention and/or 2) might affect his/her classroom work. Pre-K, 1st, 3rd, 5th, or 7th grades may be prescreened at the end of the school year to allow for rescreening during the following year. The screenings are typically conducted in but not limited to these grades:

Vision & Hearing – Grades Pre K, K, 2, 4, 6, and 8, Scoliosis – Grade 6 only, Dental – Grades K, 2, 4, 6 and 8, Blood Pressure & Height and Weight – Grades K, 2, 4, 6, 8 and Wellness class

You will be notified of the results of your child's screenings only after review by the school nurse and if there is a need for further evaluation. You may request them by contacting the school nurse at the number indicated below. These screenings do not qualify as an examination and parents are encouraged to make sure your child has annual medical check ups as well as bi-annual dental checkups. **You will be notified if any screening is thought to be outside of normal range.**

The state mandated screenings usually take place the first few months of school but could be conducted at any time during the year. If you have any questions regarding this free service, or if you want your child excluded from the Health Screenings, please contact the School Nurse at the numbers below or return a note with your child's name, grade, and homeroom teacher stating that you do not wish for your child to be screened and sign/date it.

North Stewart Elementary School – 232-5505 Dover Elementary School – 232-5442
Stewart County Middle School – 232-9112 Stewart County High School – 232-5179

Phone Calls

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Field Trips

Students who leave on a school-sponsored activity, including athletic trips and band trips, will accompany the teacher and group back unless arrangements are made in advance for a parent or guardian to pick the student up in person. The parent/guardian will be responsible for the student at that time.

In many instances, it will be necessary to have permission slips turned in before leaving the school. Students who ride buses on all school-sponsored trips are under the jurisdiction of the teacher and bus driver at all times. All school rules are in effect during school-sponsored trips. Any violation of these rules or unsatisfactory conduct will result in the student being suspended from making any further school trips. Other disciplinary action may be imposed. All absences associated with a school-sponsored trip are excused. It is the responsibility of the student to obtain and complete all assignments missed while on a school-sponsored trip.

Supervision of Students by Teachers

It is the duty of each member of the SCMS faculty to make needed corrections to students at any time during the school day. This includes the time at school prior to 7:42 a.m., during lunch, assembly, restroom breaks, outside the building, and at all school-sponsored activities.

Phones and Electronic Devices

Cell phones or electronic devices are prohibited during the school day. They should be placed in the student's backpack, purse, or in the student's pocket. If the electronic device is found out or in use without permission, the device will be turned into the office. The student can go by the office at the end of the school day to pick up their phone. If a student needs to make a parent phone call, we have a student phone in the office. **Stewart County Middle School is not responsible for lost or stolen cell phones or electronic devices.**

Assembly Programs

SCMS has a reputation as being an excellent audience for visitors. Courtesy is always appreciated by visiting performers and speakers. Students are to sit in the area designated for their class. Any disruption during an assembly program will result in disciplinary action.

Library

The library is open from 7:30 a.m. until 2:30 p.m. The library is a classroom resource and an area for student enjoyment. No continuous or disruptive talking is allowed. Students are not to be in the library during class time without written permission from their teacher.

Breakfast and Lunch Programs

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a breakfast program and a well-balanced lunch is offered at a reasonable price. Please contact the cafeteria if there are special considerations for a student or if a special diet is necessary. Free breakfast will be provided throughout the school year. Lunch will cost \$2.25. Meals may not be charged. A La Carte items are sold in the cafeteria. Commercial food may not be brought in during school hours. Food may not be taken out of the cafeteria without permission.

Energy Drinks

All energy drinks are prohibited.

Free and Reduced Meals

For those who qualify, free and reduced-price meals are available. Information pertaining to these programs is available in the office. Students may apply for free or reduced meals at any time during the school year. Also, any student that receives free or reduced meals is exempt from certain fees if parents/guardians make a written request.

Safety

Safety guidelines for many different situations are posted in each classroom. Individual teachers will discuss these guidelines and familiarize students with them.

Emergency Drills

Periodically the school holds emergency fire, tornado, bomb threat, earthquake and intruder drills. At the beginning of each semester, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's Student Code of Conduct may be reported to law enforcement officials.

English Learners

Program Vision

The English learner program exists to ensure English learners make substantial gains in their English language proficiency while taking part in the curriculum of the school. We strive to ensure language proficiency, literacy, and learning content standards are a seamless process.

Process

During initial registration, you will be asked to fill out the Home Language Survey which asks questions regarding what language is used by your student. This survey is given to ALL families. If the student has a language other than English in their background, the students are assessed with an English language screener to determine if EL services are needed. If your child is proficient on the assessment, English learning services will not be provided; however, if your child is not proficient, your student(s) will qualify for EL services. Parents/guardians have the right to waive services; however, the student remains identified as an English learner and must take the annual English language proficiency test until they are proficient by the State's predetermined scores.

Translation and Interpretation Services

Interpretations

Stewart County Schools will schedule an interpreter or competent bilingual staff member to assist during parent/teacher conferences, SST, IEP, retention meetings, school and district events, disciplinary hearings, Title I & Title III events as well as any event open to the SCSS community. We will also make phone calls to parents and record robocalls when needed.

Please allow 5 days to schedule an interpreter. Should you need immediate assistance in another language, please call Jackie Perigen at (931) 232-5176.

If applicable, flyers and invitations should be sent home in Spanish (or other languages) before requesting an interpreter.

Translations

Our office will translate forms, event flyers/agendas, school-wide communications, district communications, and general information on display for parents. Please allow an appropriate amount of time for translations. Any student or staff member needing to set up translation and/or interpretation needs should contact Jackie Perigen at (931) 232-5176.

ESL Program Policy

The English as a Second Language (ESL) Program Policy is designed to set minimum standards for Tennessee school districts in providing services to non-English language background (NELB) students who are also limited English proficient (LEP). These students are referred to as English Language Learners (ELLs).

States, districts, and schools are required to provide specialized programs for LEP students to comply with Title VI of the Civil Rights Act of 1965 and T.C.A. 4-21-90. This ESL policy has two purposes. First, it establishes the minimum required compliance components for ESL programs in Tennessee. Second, it provides a framework for implementing effective educational programs for ELLs. The Policy includes these components: anti-discriminatory policies and practices, identification of English Language

Learners, parental notification and rights, service delivery models, and staffing ratios. For more information, contact the Board of Education, 232-5176.

Federal Programs

The federal government provides funds for the following programs within a school system: Title I, Title II, Title III, Title IV, Title V, Migrant, and Homeless. Stewart County meets the criteria to receive funds in the following federal programs:

Title I – Both elementary schools and the middle school meet the qualifications to be Title I Schoolwide schools. The qualifications are based on the number of students receiving free and reduced lunches. Every student is considered a Title I student in a school-wide school. The purpose of Title I is to work with students who are at-risk of failing.

Title II – Federal funds provide staff development opportunities for teachers in areas of science and math.

Title IV – Federal funds are provided to ensure a safe and drug-free environment. These funds are used for programs such as DARE, GREAT, etc.

Title V – Federal funds are used for staff development opportunities as well as parent training and supplies used through The Center for Teaching and Learning.

At the present time, Stewart County does not meet the criteria to receive funds for Migrant and Homeless. However, if you have questions about these programs or those mentioned above or you know of a migrant or homeless child in our community, please contact the Board Office at 232-5176.

504 Complaint Procedure

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

Academic Expectations

Grade System

SCMS is on a nine-week grading period. An academic year is composed of two semesters - 18 weeks each. Grades are recorded in Skyward. All parents and students have access to grades at all times. Log-ins are sent home at the beginning of each school year. Please contact jessicacrutcher@stewartcountyschools.org and "request skyward password reset" if you are unable to log in.

Grade Reporting

Parents will receive email notification of student progress throughout the grading period. Written progress reports will be sent home approximately every four and a half weeks during a grading period.

Report cards will be sent home approximately 5 days after the end of each grading period.

Grading Scale

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Attendance

Tennessee Compulsory School Attendance Law

T.C.A. 49-6-3001 – 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 a 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 a child must attend school from the ages of six (6) until eighteen (18) years old.

Required Attendance Reports

T.C.A. 49-6-3007 – It shall be the duty of the principal or the teacher of every public and non-public school to report promptly to the superintendent of schools, or his designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means a total of five (5) consecutive days) without adequate excuse.

Such superintendent shall therefore serve, or cause to be served, upon the parent, guardian, or other person in Tennessee in parental relation to such children unlawfully absent from school, written notice that attendance of such children at schools is required.

The superintendent of any local school system, after written notice to the parent or guardian of a child, shall report any child who habitually and unlawfully absents himself/herself from school to the appropriate judge having juvenile jurisdiction in that county, the child to be dealt with in such manner as the judge may determine to be for the best interest of the child.

Board attendance policy (Middle School): Recognizing that absenteeism is a hindrance to the efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Stewart County Board of Education has adopted the following attendance policy for students in grades 6-8. The parents/guardians or other person having charge and control of a child is held responsible for the child's regular school attendance.

A student's absence is determined to be “excused” or “unexcused” based upon the following criteria:

STEWART COUNTY BOARD OF EDUCATION ATTENDANCE POLICY

Recognizing that absenteeism is a hindrance to efficient education of students and that punctuality and regularity of attendance affect the progress of a student at school, the Stewart County Board of Education has adopted the following attendance policy. The parents/guardian or other person having charge and control of a child is held responsible for the child's regular school attendance.

A student's absence is determined to be “excused” or “unexcused” and is based on the following information:

EXCUSED ABSENCES

1. The student's personal illness or hospitalization. A physician's statement or parent conference may be required at any time should the principal or the Director of Attendance deem it necessary. If the illness or the hospitalization is to exceed ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. An illness or incapacitating condition of a family member which requires the temporary help of a student. (A physician's statement may be required.)
3. A death in the immediate family. (family includes parent, stepparent, guardian, grandparent, brother, sister, step brother/sister, aunt and uncle.)
4. Recognized religious holidays/events. Parents and guardians are requested to inform the school principal prior to a student being absent from school for religious holidays/events.

5. Required court appearances. A student may be excused from school attendance for required court appearances. (Verification from appropriate authorities must be provided.)
6. Other emergency or unusual extenuating circumstances beyond the control of the student. These must be approved by the school personnel.

Students and parents have the right to appeal any attendance matter to the attendance review committee.

UNEXCUSED ABSENCES

Absences for reasons other than those stated above may be for reasonable cause but are considered to be “unexcused” for official school record keeping and attendance purposes.

STUDENT ATTENDANCE GRADES K-8

Progressive Truancy Flowchart

Tier I

All students are considered to begin in Tier I. Attendance will be supported through the Positive Behavior Support Program and perfect attendance will be valued and recognized. In Tier I, the school will notify the Supervisor of Attendance when a student has accumulated three (3) unexcused absences. If a student accumulates three (3) unexcused absences on or before November 1st, a Tier I meeting will be held at the student’s school and an attendance contract will be signed. If a student accumulates three (3) cumulative unexcused absences after November 1, the Supervisor of Attendance will make a decision if a school-based meeting is necessary. If a student accumulates 10 excused and/or unexcused absences, a Tier I meeting will be held at the school. This meeting will include an attendance contract and the reasons for so many absences. This meeting is designed to brainstorm ways to improve attendance and make any referrals the family may need for help. The student and parent(s)/guardians(s) will be notified that five (5) or more unexcused absences will move them to Tier II.

Tier II

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student’s parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school’s attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student’s progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student’s attendance problems.

Tier III

A Truancy Review Board (TRB) meeting will be held at the Central Office. Members of the board will include the Supervisor of Attendance, board supervisor, school administrator, Family School Liaison, Juvenile officer, parent/guardian, and student. The following actions may be taken:

1. Referral to Mental Health

2. Referral to Family School Liaison for personal meeting
3. Individualized meeting with Juvenile officer
4. New contract of attendance expectations

The TRB will notify parent(s)/guardian(s) that a student can only attend TRB for their entire educational career at Stewart County. For each additional unexcused absences the student and parent(s)/guardian(s) may attend Juvenile Court.

Once your child is in Tier II or III, they do not start over the next year automatically. They will continue in their last tier for the remainder of their time in that school building. After your child has had a Truancy Review Board, they cannot go back to Truancy Review Board. They will automatically go back to court upon missing unexcused absences for the rest of their school career. **Avoiding Truancy Review Board is crucial to both you and your child.**

Truancy Review Board

The Stewart County Truancy Review Board is a body of concerned citizens who recognize the necessity of regular school attendance. This is a joint effort by the school, juvenile court, law enforcement, and community health agencies. The mission and purpose of the Truancy Review Board are to:

- 1) Ensure compliance with compulsory attendance laws and Board of Education policies.
- 2) Send a generalized message to the truancy population that compulsory attendance laws will be enforced.
- 3) Advise and educate parents about their rights and responsibilities.
- 4) Reduce the number of dropouts and retention rates due to non-attendance.
- 5) Decrease the time of Attendance Supervisor for prosecuting cases in court.

As of August 1999, this board will be in effect and will meet as needed at the Stewart County Board of Education. Referrals to the Truancy Review Board will be based on students who have demonstrated a history of truancy. For more information, please contact Jackie Perigen at (931) 232-5176.

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Jackie Perigen at (931) 232-5176.

Student Code of Conduct

School-Wide Positive Behavior Support

SCMS has implemented a School-Wide Positive Behavior Support Program. This is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur. Attention is focused on teaching students the expected behaviors and reinforcing the positive behaviors of students thereby making problem behavior less effective, efficient, and relevant, and desired behavior more functional. In summary, it is a systematic method of rewarding desired behavior with the end result being a decrease in undesirable behavior (office referrals).

Rebel Incentive Program

As part of the Positive Behavior Support program, Stewart County Middle School has been implementing an incentive program. Students that demonstrate positive behavior are given a Rebel Reward Card.

Teachers give cards to students demonstrating positive behavior aligning with the Rebel Rules: Be Here, Be Prepared, Be Respectful, and Be Responsible. When the Rebel cards are given, teachers will state the reason for giving cards. Teachers are trained to reward both students that consistently display positive behavior and students that demonstrate improvement in their behavior. Those cards are turned into the front desk to be included for a weekly drawing providing students with a variety of prizes.

School-Wide Rules

Be Here
Be Prepared
Be Respectful
Be Responsible

Code of Conduct Violations- Information Regarding Disciplinary Procedures

The Code of Conduct governs students' behavior both on and off school grounds at a school activity. The Code of Conduct also governs student behavior off school grounds at a non-school activity, but where the misconduct constitutes a potential danger to the school, students, and/or staff, or constitutes or causes a disruption of school operations. Finally, the Code of Conduct also governs any student conduct that constitutes a violation of the Student Code of Conduct en route to and from schools, en route to or from any school-sponsored activity, while on the bus, and/or while at the bus stop. Disciplinary action will be progressive, will draw on the professional judgment of teachers and administrators, and may, depending on the circumstances, include a range of discipline management alternative resolutions, including positive disciplinary techniques. Disciplinary action will take into consideration, without limitation, the seriousness of the offense, the student's age and grade level, the frequency of the student's misbehavior overall, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of the law (including, without limitation, IDEA and Section 504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying alternative resolutions and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case-by-case basis. When a Code of Conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation, where possible, should include interviews with the alleged perpetrator(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. When possible, written statements should be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Although schools will make an effort to inform parents about issues of concern when possible, parental consent and notification is not required prior to questioning and/or obtaining written statements from students. At an appropriate time during the investigation, the parent or guardian will be notified. If the incident involves injury or a need for immediate medical care arises, appropriate medical attention will be provided and the parent or guardian notified as soon as possible. The principal and his/her designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel. The determination of whether a student has violated the Code of Conduct will be based solely on a preponderance of the evidence, which means that it is more likely than not based on all of the evidence available that the student did violate the Code of Conduct. Once it has been determined that the student did violate the Code of Conduct, the administrator will follow the progressive discipline process.

Bus Conduct

Bus service is an extension of the classroom. The Board expects student behavior on a bus to be consistent with the established standards for classroom behavior. Students are under the supervision and control of the bus driver on the bus. All reasonable directions given by the driver are to be followed.

Bus service is a privilege provided to students by the Stewart County Board of Education. When a student's behavior is such that he/she becomes dangerous to the other student's safety, this privilege may be withdrawn at the discretion of the principal. Other disciplinary action may be imposed.

The following rules and regulations are from the Supervisor of Transportation for the Stewart County Board of Education. These are for all schools in Stewart County.

--BUS SAFETY IS EVERYONE'S RESPONSIBILITY--

1. To ensure safety, everyone is under the supervision of the bus driver on the bus. Passengers must respond promptly to instructions given by the bus driver including seating assignments.
2. The bus is an extension of the classroom and all rules of behavior for students as specified by the School Board Policy and the School Handbook Manual are applicable.
3. Food, drink, and candy on the bus are prohibited except in unusual circumstances as specified by the bus driver or Supervisor of Transportation.
4. Animals, oversized objects (including balloons), and glass containers are not permitted. Flammable items are not to be on the bus including cigarette lighters or matches.
5. Passengers must observe conduct similar to that in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive, obscene language, or gestures are not acceptable.
6. Keep aisles and step-off platforms clear at all times.
7. The student should never extend any portion of the body outside the bus windows. Objects are not to be thrown from the bus.
8. Students are to sit in the seats. Students should not attempt to move about while the bus is in motion but remain seated until the bus stops.
9. Damage to the bus must be paid for by the student/guardian. Bus service will not be provided until this is done or arrangements are made.
10. Regular pickup time schedules must be observed by the student.
11. Students must wait at the proper stop and never stand in the road.
12. Students are to wait for the driver's signal before crossing the road to board the bus. Students are to cross well in front of the bus.
13. Observe the driver's instructions when loading or unloading.
14. Drivers will not unload passengers at places other than the regular stops near their home or at school without proper authorization from the parent and school officials.
15. **Failure to follow regulations, procedures, or bus driver directions may result in suspension from bus service.**
16. Parents/guardians should never board a bus to talk to the driver. Any issue or problem should be addressed at the school.

Hall Conduct and Class Changes

While in the hall during class changes and other times, respect the rights of others and be reasonably quiet. Students are absolutely not to loiter in the hallways at any time and should stay to the right of the handrails when using the stairs. Horseplay in the halls or stairwells will not be tolerated.

Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation under Title IX

Students shall be provided with a safe learning environment. It shall be a violation for any student to bully, intimidate, or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his /her property, or knowingly placing a student in reasonable fear of such, or creating a hostile educational environment.

The following is the definition from Stopbullying.gov. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

When dealing with bullying, intimidation, or harassment, students should do the following:

STOP: Tell the person to stop bullying, intimidating, or harassing you.

WALK: Walk away from the person. Do not argue or yell.

TALK: If the problem behavior continues, talk to an adult (teacher, SRO, counselor, principal, etc.)

Bullying Plan

When problem behavior is reported, the following response will be initiated:

1. Reinforce the student for reporting the problem behavior (i.e. "I'm glad you told me.")
2. Ask who, what, when, and where. Documented on a Harassment Event Log.
3. Ensure the student's safety (victim and /or witness).
 - a. Is bullying still happening?
 - b. Is the reporting student at risk?
 - c. Fear of revenge?
 - d. What does the student need to feel safe?
 - e. What is the severity of the situation?
4. "Did you tell the student to stop?" (Praise student for appropriate responses)
5. "Did you walk away from the problem behavior?" (Again, use praise for acting appropriately)
6. Investigate and document on a Harassment Discussion Log.
7. Speak with perpetrators and document on a Harassment Discussion Log.
8. Contact parents.
9. Use punishment only if the problem behavior continues.

Threats

The administration of SCMS will take all threats of violence including verbal, written, and physical threats very seriously. Any student that threatens another student is subject to harsh disciplinary action.

Due Process

No disciplinary measure of any nature shall be imposed against a student until the student has been given oral or written notification of the charges against him/her. If the charges are denied, the student will be given an explanation of the evidence against him/her and an opportunity to present his/her version of the facts.

Parental Notification

Parents will be notified of all disciplinary procedures handled in the office. For more minor offenses, this will usually consist of a disciplinary notification form sent home with the student. This form must be signed by the parent/guardian and returned to the office. Failure of the student to return this form will result in the extension of any assigned punishment or the assignment of additional punishment. In the case of out of school suspensions or expulsions, parents will receive personal notification in the form of a phone call. In these cases, the parent may be required to meet with the principal or pick the student up from school.

Disciplinary Options

In-School Suspension (ISS)

Students may be required to attend ISS as a consequence of their behavior for a specified number of days based upon the severity of their misconduct. For the most minor offense up to 180 days for more

severe offenses. Examples of behaviors that will result in long term placements (over 10 days) in ISS are fighting, bullying, angry confrontations, repeated class disruptions, or any other offense of either a serious or repetitive nature. In past years, such offenses have typically resulted in a student receiving out of school suspension or placement in ALC as a punishment. These long-term ISS placements should serve two purposes. First, they should reduce the number of out of school suspensions which would improve student grades and attendance. Second, these long placements should also be an effective deterrent against disruptive student conflicts, bullying, fighting, and other serious offenses. The student will be isolated from the normal school population and will have all privileges suspended while in ISS. Students in ISS are not allowed to attend assembly programs, athletic events, or other school-sponsored functions. Students are allowed to attend after school tutoring. Students will receive normal classwork while assigned to ISS and will have the opportunity to keep up with grades. The work a student receives will be assigned and graded by the normal classroom teacher. The student is counted present for attendance purposes.

Suspension

For more serious offenses a student may be removed from school for a predetermined number of days. Every effort will be made to contact parents/guardians personally before a suspension begins. When a student is suspended from school they will not receive credit for any work missed, with the exception of final exams or equivalent work. Students are not allowed on school grounds and are not allowed to attend school-sponsored activities during a period of suspension. If a suspension is for 10 days or more the student, his parents/guardian, or any person holding a teaching license employed by the school system may appeal the decision to a disciplinary hearing board. All appeals must be filed either orally or in writing within 5 days after the receipt of the notice of suspension.

Alternative Learning Center (ALC)

A student may be placed in ALC for an infraction deemed serious enough to warrant removal from the normal school setting. This is at the discretion of the principal or vice-principal. While in ALC students receive assignments and grades from their normal instructors. They are not allowed to attend any school-sponsored functions.

Expulsions

The Stewart County School System refuses to tolerate behavior dangerous to others or detrimental to the good order of our schools. Students exhibiting such behavior will be removed from the school system.

Zero-Tolerance Behavior

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period not less than one (1) calendar year. Only the Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-Tolerance acts are as follows:

1. Students who bring or unlawfully possess alcohol, a narcotic or stimulant drug, prescription drug, any other controlled substance, drug paraphernalia, or a dangerous weapon on to a school bus, on to school property or to any event or activity sponsored by the school, either on or off-campus.
2. Any student while on a school bus, on school property or while attending any school event or activity:
3. uses possess, purchases, sells or manufactures alcohol or illegal drugs or drug paraphernalia
 - (a) is under the influence of alcohol or illegal drugs
 - (b) possesses a dangerous weapon
 - (c) commits battery, assaults or threatens a teacher or other staff member

Drug and Alcohol Testing

Any student while on a school bus, on school property or while attending any school event or activity, who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated school policy on drugs and alcohol, will be required to submit to an alcohol and/or a controlled substance test

upon the approval and written referral of the school principal. Refusal to submit to the requested test will be treated as a positive test result and will be dealt with as a zero-tolerance incident. If a student is tested and the result is negative, no disciplinary action will be taken and all records of the test will be destroyed.

Weapons and Dangerous Instruments

It is in violation of school policy and State Law for anyone to bring a dangerous weapon on school premises or at any school-sponsored event or activity. Any weapons found upon a person, within an automobile or any other manner upon school property will be confiscated and reported to law enforcement authorities. Persons who bring such items on school premises, whether students or not, will be prosecuted in accordance with State Law.

Dangerous weapons for the purpose of this policy shall include, but are not limited to "...any firearm, explosive, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles..." TCA 39-17-1309

A student in possession of a knife with a blade in excess of three (3) inches at any of the above places will be considered in possession of a dangerous weapon.

Gangs

The Stewart County Board of Education is dedicated to preventing the influence and activities of gangs in the schools. This policy is designed to eliminate or prevent such influence and activities and should be interpreted in the broadest form permissible to effectuate these purposes.

Prohibited Activities

No student shall:

1. Display, wear or possess gang articles, paraphernalia, clothing, or symbols.
2. Threaten to commit or actually commit any crime of violence or burn or damage property with the purpose of terrorizing another, or of causing the evacuation of a building, place of assembly, school bus, or any other facility, or causing the disruption of orderly operations.
3. Shoot at or throw an object at a school bus or other school owned and operated vehicle.
4. Recruit or solicit membership in any gang or gang-related organization.
5. Hold him or herself out as a member of a gang.

Sexual Harassment of Students

Sexual harassment toward a student by an employee or another student will not be tolerated.

Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which:

1. Interferes with the student's work or educational opportunities.
2. Creates an intimidating, hostile, or offensive learning environment.
3. This implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit.
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in student activity.

Victims of sexual harassment should report these incidents to an appropriate school official.

Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal shall be responsible for investigating all complaints of sexual harassment. If a satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools, and ultimately, to the Board of Education.

Searches and Seizures

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school

activity off-campus, including buses, vehicles of students or visitors and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student conduct;
3. Any object or substance, which because of its presence presents an immediate danger of harm or illness to any person.

Any items found in the course of a search may be turned over to law enforcement for investigation.

Locker Searches

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or storage areas provided for student use on school premises remain the property of the school system and are provided for the use of the students subject to inspection, access for maintenance, and search.

Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers, desks, cell phones, or students' or non-students' automobiles for drugs, weapons or items of an illegal or prohibited nature.

Dress Code and Appearance for Students

The dress of each student should incorporate health, decency, safety, and professional attitude.

All students are required to dress in a manner reflecting the good taste, modesty, and appropriateness. No clothing or lack of clothing, jewelry, or other personal adornments shall be worn that would create disorder or disrupt the educational program. **This includes items that are so ostentatious that it disrupts the learning or learning environment by causing others to gawk or not listen to teachers or causes undue attention to a student.** What is worn should not detract from the learning environment. Classes that present a concern for student safety may require the student to adjust hair, jewelry, and/or clothing during the class period in the interest of maintaining safety standards. Additional dress regulations may be imposed upon students participating in certain extracurricular activities. Dress must comply with the health and safety codes of the State of Tennessee.

Therefore, the following attire is **prohibited** from Stewart County Middle School:

1. According to Tennessee Law Title 49-6-40(a):
An LEA (Local Educational Agency) shall include in its student discipline code a provision prohibiting students from wearing, while on the grounds of a public school during the regular school day, **clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.**
2. Head coverings of any kind, including but not limited to hats, scarves, bandannas, masks, kerchiefs, caps, or hoods.
3. Any manner or dress that presents a health or safety hazard to others or is potentially damaging to school property.
4. Attire or accessories, which advertise or allude to any drugs, alcohol, or tobacco products
5. Clothing depicting any words or symbols, including those with double meanings, which could in any way be construed as sensual, sexual, violent, or obscene
6. See-through clothing, undergarments, revealing or sexually suggestive clothing, form-fitting clothes are not permitted.
7. Shorts, skirts, and dresses must be appropriate and modest (**length should be at your fingertips or below with hands at sides**)
8. Clothing with holes, rips, or tears that reveal undergarments, (**holes should be below fingertips with hands at sides**)
9. Clothing or accessories displaying words or pictures that contain offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values that harasses,

- threatens, intimidates, or demeans an individual or group because of sex, color, race, religion, handicap, or national origin
10. Shirts and/or blouses, which reveal the abdomen (midriff), excessive underarm area, chest, back, or undergarments.
 11. Clothing, apparel, accessories, jewelry, items with gang names, gang initials, and gang-related self-inflicted wound or scar, "colors," or individual gang monikers that are specifically intended to identify one as a member of a "gang". This provision concerning gang-related items applies to all school-sponsored events and activities.
 12. Pants that sag. The pants are to be size appropriate and fit at the waist so that underwear is not showing above the waist of the pants. Pants must not drag the floor.
 13. Heavy chains made of steel, chrome, alloy, and look alike that are not formal jewelry around the neck, around the waist or hanging from the waist into the pocket
 14. Spiked apparel or similar accessories are prohibited.
 15. Sunglasses or tinted glasses unless doctor prescribed

When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action. The consequence for the first violation is a warning. If attire can be altered or parents bring appropriate attire, the student may return to class. If attire cannot be changed the student will be placed in ISS. Turning clothes inside out will not be adequate for readmission to class. Confiscated items, including headwear, may be returned at the end of the semester or when a guardian comes to the school and picks up the item.

Video/Surveillance Cameras In Use

The use of video surveillance cameras will be used on school grounds and other district property to ensure the order, safety, and discipline of students, and to monitor student and staff behaviors. The surveillance system will be supervised by district and building administrators. Use of these systems will be to investigate violations of the student conduct code and to manage crisis events in emergency situations

Athletic Code of Conduct for Extracurricular Participation

Participation in extracurricular activities in Stewart County Schools is a privilege and not a property right. It is understood by all students, parents, and coaches that the top priority is academic progress. Everyone involved in these activities will make every effort not to interfere with that ultimate goal. The purpose of the Code of Conduct is to establish a minimum standard of behavior. Therefore, coaches may establish rules and consequences that are more severe than the stated code. Organizational rules must be in writing and approved by the administration of each school. The athletic code of conduct will be enforced in Stewart County middle and high schools.

Violations and Consequences for Athletes

Violation of school rules resulting in In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the season.

Consequences: The student may resume participation when -

1. All assignments are completed and released from ISS, and/or
2. The student returns to school on the next school day upon completion of ISS or OSS
3. In the event that the student is in ALC, the student will not be allowed to participate or attend any sporting or afterschool events.

State of Tennessee Contact Information

Tennessee Department of Education

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting www.tn.gov/education

Tennessee Department of Education
710 James Robertson Parkway
Nashville, Tennessee 37243-0380
Phone: 615-741-5158

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, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the internet at <http://www.thearctn.org/>

151 Athens Way, Suite 100
Nashville, TN 37228
Phone: 615-248-5878 Toll-free: 1-800-835-7077
Fax: 615-248-5879 Email: info@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>

712 Professional Plaza
Greenville, TN 37745
1-800-280-STEP

Disability Rights TN is on the internet at www.disabilityrightstn.org

2 International Plaza Suite 825
Nashville, Tennessee 37217
Phone: 1-800-287-9636 (toll-free) or 615-298-1080
Fax: 615-298-2046

Tennessee Voices for Children is on the Internet at www.tnvoices.org/

Middle Tennessee:
701 Bradford Avenue
Nashville, TN 37203
Telephone: 615-269-7751
Fax: 615-269-8914
TN Toll Free: 800-670-9882
E-mail: TVC@tnvoices.org

Centerstone in on the Internet at www.centerstone.org/tennessee-services

SCMS has a Centerstone Counselor on campus. Call the school for more information about on-campus services.

Customer Care Center and Crisis Call Center (24/7/365): 800-681-7444

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—Department of Human Services: www.tn.gov/humanservices/section/disability-services

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

STEWART COUNTY SCHOOLS STUDENT TECHNOLOGY ACCEPTABLE AND RESPONSIBLE USE POLICY

SCSS is committed to providing a safe, positive, and productive educational environment to enhance the college and career readiness of our students. SCSS believes that all students should have access to technology (e.g. software, hardware, internet, and network access) when they act in a responsible, efficient, and courteous manner in compliance with all legal guidelines.

EDUCATIONAL PURPOSE

SCSS has developed an extensive technology infrastructure, including hardware, software, and equipment, that is to be used for educational purposes consistent with the district's curriculum and the Tennessee Standards, in order to enrich learning both inside and outside of the classroom. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate.

As a student, I **WILL**:

- ✓ Follow the expectations set forth in the Student Code of Conduct (Student Handbook).
- ✓ Use district provided technology for educational purposes only.
- ✓ Use district provided technology in a legal and ethical manner.
- ✓ Accept full responsibility and liability for my actions using district provided technology, network, and the internet.

As a student, I **WILL NOT**:

Use district provided technology for illegal activities.

Use district provided technology to harass, bully, or advocate violence or discrimination against another.

Use SCSS internet to create, access, or transmit profane, obscene, or pornographic material.

STUDENT INTERNET ACCESS

SCSS will monitor laptop and internet use through a variety of methods, including electronic remote access, to ensure compliance with district policies. There is no expectation of privacy when using the SCSS network, internet, or district provided technology. In accordance with the Children's Internet Protection Act (CIPA), SCSS uses technology protection measures including internet filters to prevent student access, to the greatest extent possible, to inappropriate sites and/or materials that the district deems harmful, including child pornography and obscenity. However, with the ever-changing nature of the internet worldwide, it is possible that not all inappropriate sites may be blocked.

As a student, I **WILL**:

- ✓ Use SCSS internet access for educational purposes.

As a student, I **WILL NOT**:

Use SCSS internet access for illegal activities.

Use SCSS internet to advocate violence or discrimination towards others.

RESPONSIBLE USES

In order to ensure a safe, positive, and productive educational environment, students are expected to demonstrate the following responsible technology uses.

Personal Safety

As a student, I **WILL**:

- ✓ Keep my passwords and account information secure and private.
- ✓ Keep my student email account(s) secure and use them only for educational purposes.
- ✓ Secure my technology equipment and accounts at all times including when leaving a classroom.
- ✓ Report anyone who tries to use technology to hurt or harass me or others to a teacher or SCSS staff member.
- ✓ Notify a teacher or SCSS staff member when someone or something makes me uncomfortable related to the use of technology.

As a student, I **WILL NOT**:

Disclose my home address, phone number, date of birth, or any other personally identifying information to anyone on the internet.

Provide my password or account information to anyone other than my parent/guardian or SCSS Technology Department staff.

Allow another person to log in to my account or equipment other than SCSS Technology Department staff. I understand that I will be responsible for all actions occurring on my accounts and equipment.

Attempt to access or log in to the account or equipment of another student.

Use technology to gain access to another student's information, such as another student's grades, private records, or other information.

Inappropriate Language and Activities

As a student, I **WILL**:

- ✓ Treat others with respect.
- ✓ Agree that the use of SCSS technology equipment, network, and internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking privileges, disciplinary action, and/or legal action.

As a student, I **WILL NOT**:

Create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit.

Participate in cyberbullying or engage in deliberate, hostile behavior intended to frighten or physically or emotionally harm others.

Use obscene, profane, lewd, vulgar, threatening, discriminatory, or disrespectful language.

Harass, cyberstalk, or make threats of violence or harm against another person.

Knowingly or recklessly communicate false or defamatory information about a person or organization.

Participate in the transfer of material that may be considered treasonous or subversive.

Share private information about another person.

Share a privately sent message without permission of the person who sent the message.

Participate in sexting or create, access, or transmit sexually explicit images or language.

Use technology for political, religious, commercial, or for-profit activities.

Use technology to play games, download music, purchase or provide products or services, or participate in chatrooms or other social media activities that have not been directed by one of my classroom teachers.

System Security

As a student, I **WILL**:

- ✓ Allow SCSS staff to review and monitor my activities on the SCSS network, internet, or equipment at any time.
- ✓ Allow SCSS staff to review, inspect, repair, upgrade, and/or collect any SCSS technology equipment as necessary.
- ✓ Ask permission before connecting my privately-owned device to the SCSS network or internet.

As a student, I **WILL NOT**:

Install unauthorized software, apps, extensions, or plug-ins onto SCSS technology equipment.

Send file attachments that are greater than 5MB in size without prior approval from the Technology Department

Send or forward SPAM email, unsolicited commercial email (UCE), or “junk” mail.

Attempt to bypass, disrupt, modify, or abuse SCSS network access.

Attempt to alter, add, copy, or delete any files that affect the configuration of SCSS equipment or software.

Attempt to access the network through false identity including anonymous communication, falsifying, concealing, or misrepresenting a user’s identity or sharing or loaning network accounts.

Install any internet-based file-sharing tools or programs.

Intentionally spread computer viruses.

Plagiarism and Copyright

As a student, I **WILL**:

- ✓ Credit my sources when I am using files, information, images, or material created by others.
- ✓ Comply with all applicable copyright laws in the use of all media, information, and materials and model legal and ethical practices related to technology.
- ✓ Recognize that all work created in the classroom by me individually and/ or with the assistance of SCSS employees is owned by me upon creation.
- ✓ Agree that all schoolwork created by me may be used by SCSS in its publications and websites, provided that such original student work is credited to me, unless I provide written notice to SCSS that such authorization is not.

As a student, I **WILL NOT**:

Submit another person’s files, information, images, or material and claim it as my own.

Copy, alter, damage, or delete the work of other students.

Illegally download copyrighted internet-based music, video, or image files.

Student Rights

Free Speech

Student rights to free speech also applies to communication on the internet and network. The SCSS internet is considered a limited forum, similar to a school newspaper, and therefore, SCSS may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.

Search and Seizure

Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage.

If there is reasonable suspicion that a student has violated this agreement, SCSS Policies, the Student Code of Conduct, or the law, an individual search will be conducted. The investigation will be reasonable and related to the suspected violation. Any student who is found to have violated this agreement, SCSS Policies, the Student Code of Conduct, or the law will be subject to the revoking of technology equipment, network, and internet privileges, disciplinary action, and/or legal action.

Due Process

SCSS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SCSS technology equipment, network, and internet access. If the violation also involves a violation of the Student Code of Conduct, it will be handled as described in that document.

Limitation of Liability

SCSS makes no guarantee that the functions or the services provided by or through the SCSS network will be error-free or without defect. SCSS does not warrant the effectiveness of internet filtering. SCSS will not be responsible for any damage suffered, including but not limited to, loss of data, interruptions of service, or content or information accessed by students. Students are responsible for making a backup copy of all files upon graduation or leaving the school system. SCSS is not responsible for the accuracy or quality of the information obtained through or stored on the network. SCSS will not be responsible for financial obligations arising through the unauthorized use of the network as the result of misuse. As a student, I acknowledge that use of SCSS technology equipment, network, and/or internet signifies actual acceptance of this agreement and full responsibility including discipline, financial, and legal liability for my actions. Violation or abuse of electronic and internet or communication devices or any SCSS policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Student Code of Conduct. SCSS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Student Code of Conduct.

As a student, I **WILL**:

Accept full responsibility, including discipline, financial, and legal liability for my actions using SCSS technology equipment, network, and internet.

- ✓ Release SCSS and other affiliated organizations from liability for damages that may result from the use of SCSS technology equipment, network, and internet.

STEWART COUNTY MIDDLE SCHOOL
Minor Discipline Referral

Name _____ Location: Cafeteria Library Playground
 Date _____ Time _____ Hallway Parking Lot/Bus Area Bathroom
 Grade: _____ Homeroom Teacher: _____ Classroom Computer Lab Tutoring
 Referring Staff _____ Bus Gym Field Trip
 Locker Room RTI Office
 Multiple Places Nurse Other _____

Problem Behavior	Check System	Parent Contact
Minor <input type="checkbox"/> <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> <input type="checkbox"/> Hands Off Policy <input type="checkbox"/> <input type="checkbox"/> Defiance (Not following directions) <input type="checkbox"/> <input type="checkbox"/> Teasing/Taunting <input type="checkbox"/> <input type="checkbox"/> Disruption <input type="checkbox"/> <input type="checkbox"/> Horseplay <input type="checkbox"/> <input type="checkbox"/> Property Misuse <input type="checkbox"/> <input type="checkbox"/> Lying <input type="checkbox"/> <input type="checkbox"/> Cheating <input type="checkbox"/> <input type="checkbox"/> Out of Area <input type="checkbox"/> <input type="checkbox"/> Forged Note <input type="checkbox"/> <input type="checkbox"/> Forged Phone Call <input type="checkbox"/> <input type="checkbox"/> Rules Violation <input type="checkbox"/> <input type="checkbox"/> Technology Type _____ <input type="checkbox"/> <input type="checkbox"/> Classroom Unpreparedness <input type="checkbox"/> <input type="checkbox"/> Cellphone Infraction <input type="checkbox"/> <input type="checkbox"/> Bus Regulation Violation <input type="checkbox"/> <input type="checkbox"/> Leaving Class w/o Permission <input type="checkbox"/> <input type="checkbox"/> Display of Affection <input type="checkbox"/> <input type="checkbox"/> Disrespect Towards Employee <input type="checkbox"/> <input type="checkbox"/> Tardy to Class <input type="checkbox"/> <input type="checkbox"/> Student in Unauthorized Area <input type="checkbox"/> <input type="checkbox"/> Conduct Unbecoming <input type="checkbox"/> <input type="checkbox"/> Failure to do Assignments <input type="checkbox"/> <input type="checkbox"/> Failure to Report to Office <input type="checkbox"/> <input type="checkbox"/> Disrespect to an Employee <input type="checkbox"/> <input type="checkbox"/> Angry Altercation <input type="checkbox"/> <input type="checkbox"/> Inappropriate Discussion	Date: ___-___-___ <input type="checkbox"/> <input type="checkbox"/> Incomplete homework <input type="checkbox"/> <input type="checkbox"/> Unprepared for class <input type="checkbox"/> <input type="checkbox"/> Not following directions <input type="checkbox"/> <input type="checkbox"/> Disruptive/Disrespectful <input type="checkbox"/> <input type="checkbox"/> Gum/candy <input type="checkbox"/> <input type="checkbox"/> Agenda <input type="checkbox"/> <input type="checkbox"/> Physical contact <input type="checkbox"/> <input type="checkbox"/> Other: _____ <hr/> Behavior Interventions Check all that apply <input type="checkbox"/> Private conference with student <input type="checkbox"/> Think time with form <input type="checkbox"/> Think time in another room with form <input type="checkbox"/> Preferential seating <input type="checkbox"/> Re-teach expectations <input type="checkbox"/> Proximity <input type="checkbox"/> Loss of privileges <input type="checkbox"/> Check in /Check out <input type="checkbox"/> Referral to SAT <input type="checkbox"/> Peer mentor <input type="checkbox"/> Positive reinforcement <input type="checkbox"/> Feedback on behavior <input type="checkbox"/> Provide school supplies <input type="checkbox"/> Hallway restriction <input type="checkbox"/> Loss of Recess <input type="checkbox"/> Other: _____	Check all that apply <input type="checkbox"/> Phone- conference Date _____ <input type="checkbox"/> Phone- left a message Date _____ <input type="checkbox"/> Phone- no answer Date _____ <input type="checkbox"/> Note home by mail Date _____ <input type="checkbox"/> E-mail sent Date _____ <input type="checkbox"/> Meeting Date _____ <hr/> Possible Motivation Check all that apply: <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____

Date	Offense	Time	Consequence	1 st
				2 nd
				3 rd

Comments: _____

Student Signature _____ Date _____
 Parent Signature _____ Date _____
 Administrator/Teacher Signature _____ Date _____

STEWART COUNTY MIDDLE SCHOOL
Major Discipline Referral

Name _____
Date _____ Time _____
Grade _____ Homeroom Teacher _____
Referring Staff _____

- Location: Cafeteria Library Bathroom
 Hallway Parking Lot/Bus Area Tutoring
 Classroom Computer Lab Field Trip
 Bus Gym Office
 Locker Room Nurse Outside Area
 Multiple Places School (Tardy) Other: _____

Major Problem Behavior	Other Major Problem Behaviors	Consequences
<input type="checkbox"/> Angry Altercation (Major)	<input type="checkbox"/> Arson	<input type="checkbox"/> Alternative Learning Center
<input type="checkbox"/> Behavior Inappropriate	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> After School Detention Date: _____ 3:00-4:00 P.M.
<input type="checkbox"/> Bullying/Harass (Gender)	<input type="checkbox"/> Gambling	<input type="checkbox"/> Before School Detention Date: _____ 7:00-7:35 A.M.
<input type="checkbox"/> Bullying/Harass (Race)	<input type="checkbox"/> Alcohol Possession	<input type="checkbox"/> Bus Suspension Date: _____
<input type="checkbox"/> Bullying/Harass (Disability)	<input type="checkbox"/> Alcohol Distribution	<input type="checkbox"/> Conference with Student
<input type="checkbox"/> Bullying/Harass (General)	<input type="checkbox"/> Drug Use	<input type="checkbox"/> Conference with Parent
<input type="checkbox"/> Bullying/Harass (Religion)	<input type="checkbox"/> Drug Distribution	<input type="checkbox"/> Detention: Non-Academic
<input type="checkbox"/> Bullying/Harass (Sexual Orientation)	<input type="checkbox"/> Technology Typ: _____	<input type="checkbox"/> Technology Typ: _____
<input type="checkbox"/> Defiance	<input type="checkbox"/> Threats of Phys. Attack (Weapon)	<input type="checkbox"/> Eat in Another Location
<input type="checkbox"/> Disruption (Major)	<input type="checkbox"/> Threats of Phys. Attack (w/o weapon)	<input type="checkbox"/> Expulsion w/Services
<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Threats of Phys. Attack (w/Firearm)	<input type="checkbox"/> Expulsion w/o Services
<input type="checkbox"/> False Fire Alarm	<input type="checkbox"/> Threats made to others	<input type="checkbox"/> Expulsion: Zero Tolerance
<input type="checkbox"/> False Call to 911	<input type="checkbox"/> Phys. Attack with Weapon	<input type="checkbox"/> Homework Detention
<input type="checkbox"/> Fighting	<input type="checkbox"/> Phys. Attack with w/o-Weapon	<input type="checkbox"/> In-School Suspension _____ Hours _____ Date: _____
<input type="checkbox"/> Forged Note	<input type="checkbox"/> Phys. Attack with Firearm	_____ Days _____ Date: _____
<input type="checkbox"/> Forged Phone Call	<input type="checkbox"/> Aggravated Assault Teacher/Staff	_____ Class Period _____ Date: _____
<input type="checkbox"/> Hands Off Policy	<input type="checkbox"/> Aggravated Assault Student	<input type="checkbox"/> Law Enforcement Notification
<input type="checkbox"/> Inappropriate Lang. (Abus/Prof)	<input type="checkbox"/> Assault/Battery of a Student	<input type="checkbox"/> Out of School Suspension _____ Day(s)
<input type="checkbox"/> Knife Possession	<input type="checkbox"/> Assault of Teacher/Staff	<input type="checkbox"/> Parent Pick-Up
<input type="checkbox"/> Left School w/o Permission	<input type="checkbox"/> Assault - Verbal	<input type="checkbox"/> Referred to Guidance
<input type="checkbox"/> Left Classroom w/o Permission	<input type="checkbox"/> Rifle/Shotgun Possession	<input type="checkbox"/> Restriction of Activities
<input type="checkbox"/> Out of Area	<input type="checkbox"/> Handgun Possession	<input type="checkbox"/> Restraint
<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Physical Contact	<input type="checkbox"/> Restitution of Property \$ _____
<input type="checkbox"/> Physical Contact	<input type="checkbox"/> Weapons Possess/Use/Transfer	<input type="checkbox"/> Saturday School
<input type="checkbox"/> Sale/Possession Stolen Property	<input type="checkbox"/> Robbery (No Weapon)	<input type="checkbox"/> Seating Assign/Placement
<input type="checkbox"/> Theft	<input type="checkbox"/> Robbery (Weapon)	<input type="checkbox"/> Verbal Reprimand
<input type="checkbox"/> Three minors = One Major	<input type="checkbox"/> Robbery (Firearm)	
<input type="checkbox"/> Tobacco/Paraphernalia Poss.	<input type="checkbox"/> Explosive Possession	
<input type="checkbox"/> Vandalism	<input type="checkbox"/> Sexual Assault	
<input type="checkbox"/> Vapor Device/Paraphernalia	<input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Excessive Tardy	<input type="checkbox"/> Extortion	
<input type="checkbox"/> Parking Lot Violation		

Comments:

Parent Signature: _____ Date _____ Administrator Signature _____ Date _____