**2019-2020**

**Unicoi County Middle School**

**Parent/Student Handbook**

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**599 S. Mohawk Drive**

**Erwin, TN 37650**

**(423) 735-0236**

**Mr. Jordan Simmons, Principal**

**Ms. Jennifer Green, Assistant Principal**

**Principal’s Welcome**

Dear Families,

On behalf of the entire faculty and staff of Unicoi County Middle School, I would like to extend a welcome to your family. We are looking forward to a very successful school year, and your family plays a huge part in that success! Our handbook is meant to help make your middle school experience one that is positive. This handbook includes guidelines and policies that will help the school and families work together to ensure a successful school year. Please take the time to read the handbook and go over the information with your child. You and your child are responsible for the information contained in the handbook, so it is important to familiarize yourself with the contents.

Our aim at Unicoi County Middle School is to provide an excellent education for your child in a compassionate, joyful atmosphere. We want our students to develop self-confidence in a supportive and active environment where learning is central to all we do. Our school strives to provide an educational experience that fits the needs of all students. In doing so, our students are encouraged to work both individually and as members of groups. UCMS strives to be a place where both students and staff respect each other and enjoy working in harmony together. We have high expectations for our students, and we want them to work hard to realize their potential. We recognize and celebrate each child's diverse abilities, interests, and ethnicity, and aim to provide wide ranging programs to meet these individual needs. Your child will make new friends, meet new ideas, and be confronted with exciting challenges.

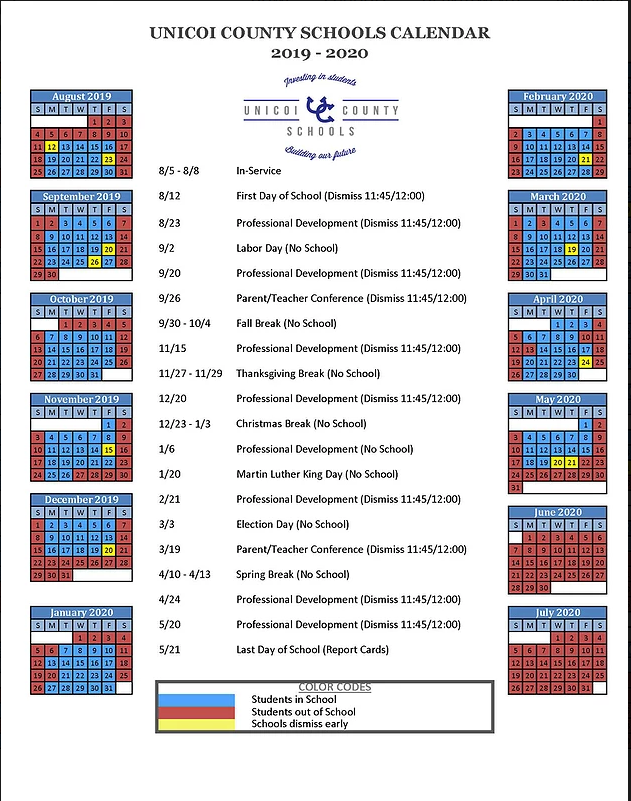
We welcome and encourage you to become involved with our school, working with us to ensure the best possible education for your child.

Sincerely,

Jordan L. Simmons

Principal

Unicoi County Middle School



**AFTER SCHOOL ARRANGEMENTS**

**Arrangements with your child about being picked up or riding the bus MUST be made prior to the school day starting.** Only in an emergency will we take messages to students about changes in being picked up after school. Students staying after school for extra-curricular activities must remain in designated areas under adult supervision at all times. Students who do not follow this guideline may be subject to disciplinary action.

**Bad Weather Reports**

In case of inclement weather, **please do not call the school**. Our phones must be kept open for emergencies. For any special instructions please listen to the local radio stations or local television newscast. This information will also be available on school and district websites and social media (Facebook, Twitter).

**Bus Loading Zone/Parent Drop Off and Pick Up**

The middle school loads and unloads buses at the gym entrance to the school. Cars are not allowed in the bus loading zone during school hours or during drop off and pickup times.

Walker/rider students enter and leave through the front entrance. If you bring your child or pick them up at the end of the day, you will pull to the furthest spot on the covered walkway to do so. **Students should get out of cars all along the covered walkway, not just in front of the entry doors.** We must keep the traffic flowing to allow parents to drop students off without having long lines backed up onto Mohawk Drive, impeding entry to not only our campus, but all of the surrounding schools. **Please use great caution when driving in our parking lot. Watch for students entering or exiting the building.**

**Check–In and Check-Out**

A parent or guardian whose name appears on the emergency form must come into the school office and sign the student out of school. After checking out through the office, the student must leave the building. If the student needs to go with someone else, the parent or guardian should send written permission allowing the student to leave the school or ride the bus home with another student. That note should be brought to the office upon the student’s arrival at school. A telephone number where you can be reached should be included on the note. Office personnel will call to verify the authenticity of the note if necessary.

**Early Dismissals**

There is a possibility that students will be dismissed early due to inclement weather. **Please discuss with your child what he/she should do if this occurs.**  Calling home for directions is not a viable option for a school of our size. Please have a plan in place.

**Emergency/Security/Safety Drills**

Safety is of the utmost concern for our students. Fire, lockdown, reverse evacuation, off site evacuation, and tornado drills are held at regular intervals throughout the school year.

Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in the case of fire.
2. Walk. No Talking. Move quickly and quietly to designated areas.

We also practice additional safety drills throughout the year to prepare our students for emergency situations. We have an SRO officer who conducts regular building safety checks throughout the day and is present during arrival and dismissal

**FINANCIAL OBLIGATIONS**

All students are required to meet any financial obligations, such as the cost of lost or damaged books, material, equipment, unpaid library fines, fees, balance on pictures, announcements, etc. ordered through the school.

**HOMEWORK MAKE-UP POLICY**

Students may be given the opportunity to make-up class and homework assignments. Students will be responsible for making the arrangements to successfully complete their assignments. The responsibility for making up assigned work is an important learning experience for life. Our standards result in high accomplishments if we all work together.

**ILLNESS**

UCMS has a full time nurse that is available to the students. If a student becomes ill at school, they may see the nurse who will examine the student and facilitate information to the parents and guardians. It is very important that you give the school several emergency phone numbers in the event of an emergency.

**LENGTH OF SCHOOL DAY**

The school day begins promptly at **7:45** **a.m.** and ends at **2:45 p.m**. That is students in seats and ready to learn at 7:45 a.m. We open the doors at 7:00 a.m. each morning.

**MEDIA RELEASE FORM**

Any parent/guardian signing the approval of the media release form grants permission for the student’s image to appear in the yearbook, newspaper, brochures, newsletters, video and digital images.

**SCHOOL EXCURSIONS**

Any student leaving the campus for a school sponsored excursion must have written permission from a parent. Field trips require student behavior appropriate to school standards. The administration team will evaluate participants prior to the trip to determine eligibility based on discipline, attendance, academics, etc. The administration team reserves the right to exclude students from non-academic school trips at any time prior to departure based on the above-named criteria. When possible, refunds, minus any deposits that have already been paid, will be given to students who are determined by administration to be ineligible for the trip.

**SCHOOL PUBLICITY**

To publicize any school activity using television, radio, or newspaper, permission must be obtained from the school office. Any organization desiring to place posters or other advertising media in the school or on school social media sites for school or outside activities must have the approval of the school office.

**TEXTBOOKS**

Textbooks are furnished by the local school system and the students and parents are responsible for the care of these books. Lost or damaged books must be paid for prior to the following:

1. Release of transcripts,

2. Other books furnished, or

3. Report cards given at the end of the nine weeks or school year.

**Emergency Care Forms**

These forms will be filled out online by the custodial parent(s). ***We cannot over emphasize the importance of these forms.***

We use these forms to contact parents or other contacts you list when we need someone for the child. We want to make sure we are contacting the appropriate person when the need arises. We need up-to-date facts on the emergency forms in case your child becomes ill or gets hurt. If at any time during the year a change in the custody, phone number, address or information concerning people allowed to pick up your child occurs, the parent/legal guardian must come to the school or go online into Skyward to update the necessary changes. If a change in custody occurs, court documents must be presented and kept on file in the student’s permanent record.

***Please notify the school immediately if your phone number, address, custody situation, or any other important information changes in the course of the year.***

The following forms will be available online and need to be completed immediately so that we have the necessary information if we should need it:

* Emergency Care Form (Everyone)
* Free Textbook Agreement (Everyone)
* Request for a Waiver of School Fees (If Applicable)
* Application for Free or Reduced Meals (If Applicable)
* Media Release Form
* Home Residency Form
* Technology Agreement
* IPad Agreement

**Report Cards**

Students are given grade cards at the end of each nine week grading period. A mid-term report will be sent home half way through each grading period as well. The school grading scale is as follows:

**A= 93-100**

**B= 85-92**

**C= 75-84**

**D= 70-74**

**F= Below 70**

**Report cards will be computer generated. It will be printed each nine weeks and sent home. The parent/guardian signature will still be required, and the student will bring the report card slip back, so that we know the parent/guardian received it. After the first nine week grading period, the previous nine weeks grade will appear on the report card so parents can see each grading period that has been completed.**

**MEDICINE POLICY 6.405**

All prescription medications given at school shall be prescribed by a licensed physician on an individual basis as determined by the child’s health status.

1. Prescription medications must be brought to school in the original, pharmacy labeled container. The container shall display:

* Child’s name
* Prescription number
* Medication name and dosage
* Administration route
* Date
* Licensed physician’s name
* Pharmacy name, address, and phone number

1. Prescription medications require written instruction, information and possible side effects with a physician’s signature on a permission form supplied by the school. Beginning and ending dates must also be provided.

**All non-prescription medications given in school shall:**

1. Be brought in with the original retail label listing the ingredients and dose schedule on the packaging. The child’s name is to be written on or in some way affixed to the container.
2. Require a written parental/guardian request which shall include:

* Child’s name
* Name of medication, dose, route, time of administration
* Discontinuation date
* Reason medication is needed
* Current parent/guardian phone number in case of emergency

A written request/permission form is required for all prescription and non-prescription medication to be given during school hours or during school sponsored activities. No medication can be taken until this form is completed and returned to the school with the medication. It is the responsibility of the parent/guardian to ensure that the written request/permission form and the medication are brought to the school. The parent/guardian shall be responsible at the end of the treatment regimen for removing any unused medications from the school. When the duration of a medication is complete or out of date, the parent/guardian shall be notified by letter to pick up the medication. All medication will be removed from the schools and delivered to the office of the supervisor of health and safety on the last day of school. Any medications not picked up after 14 days will be destroyed by the school nurse with documentation and a witness. In accordance with the Zero Tolerance Policy for drugs and medications, the parent/guardian is required to transport all medications, prescription and non-prescription, to and from school. The medications are to be delivered to appropriate personnel.

**PARENT CONFERENCES**

The Board of Education sets aside two days a year for scheduled conferences. See the school calendar for dates. Notices will be sent home with times the teacher would like to meet with parents. Parents are welcome to schedule meetings with teachers. Please call the school to schedule a meeting with the teacher if the need arises.

Scheduled conference dates are:

September 26, 2019

March 19, 2020

**PARENT/TEACHER ORGANIZATION--P.T.O.**

Our school has an active and productive P.T.O. Parents are encouraged to join our organization and attend the regular meetings. P.T.O. meetings are an excellent opportunity for parents and teachers to meet and get acquainted.

Parents who wish to get involved or have questions are encouraged to call the UCMS office or get in touch with our PTO Board of Officers.

**PEDICULOSIS (HEAD LICE) POLICY 6.4031**

Pediculosis, or head lice, is a common condition that has become a major school and community problem. It results in millions of cases, hundreds of millions of dollars of consumer costs and lost parental wages. The impact on school systems dealing with pediculosis is also very significant. School system employees spend a great deal of time managing pediculosis in addition to the revenue lost because of children being excluded for school attendance. Persistent, or chronic, pediculosis also impacts student’s academic performance when they are frequently absent from school, missing valuable instruction time. Finally, the negative social impact of persistent head lice is also important to consider for these children. Development of a comprehensive and coordinated approach to the management of pediculosis provides an effective method for reducing the risk of transmission in the school setting with early detection and treatment. Since the greatest incidence of head lice is seen in children between the ages of 5-12, the Board has developed a Pediculosis Management Program for each elementary and middle school. **The Pediculosis Management Program includes routine school-wide screenings for head lice and their egg sacs (nits), scheduled lice case tracking and follow-up. The program also promotes education among school children, school officials, educators, and parents.**

**Once a child has been excluded from school for head lice, only the day sent home will be excused. Any absences thereafter will be unexcused. Once a student is cleared and returns to school, there will be NO excused days if there is a reoccurrence within two weeks of the initial exclusion.**

**PHONE POLICIES**

**PHONE CALLS**

To minimize classroom disruptions, students will not be allowed to use the phone or receive calls (with the exception of EMERGENCIES ONLY) during school hours. Students may use the student phone, located in the office, before school begins (7:45 a.m.) and after school ends (2:45 p.m.) when necessary. Students must obtain permission from a teacher and from office personnel before using the student phone.

**STUDENTS SHOULD BE ENCOURAGED TO BE RESPONSIBLE FOR REMEMBERING TO BRING THEIR BOOKS, ASSIGNMENTS, LUNCH MONEY, UNIFORMS, ETC., AS THESE WILL NOT BE CONSIDERED EMERGENCIES FOR PHONE CALLS.**

**CELL PHONES and SMART WATCHES**

1. Cell phones and smart watches must remain **TURNED OFF AND PUT AWAY BETWEEN 7:45 a.m. AND 2:45 p.m.** Any student calling and/or texting during school hours **WILL BE HELD** to the cell phone penalties as listed in the UCMS discipline policy.
2. In a drill or emergency situation, electronic devices are not allowed due to the potential to create a safety issue. Violation of this rule may cause referral for disciplinary action.
3. **The taking of photos or the recording of videos in places where privacy is a reasonable expectation is strictly prohibited. This includes recording altercations on school grounds or at school events. Recording and/or sharing/posting of videos/photos under these circumstances at school or during any school-sponsored event (athletics, fine arts presentation, etc.) will result in disciplinary action. Anyone posting a video/photo of people or incidents at school wherein an expectation of privacy is warranted could face possible disciplinary action as well.**
4. Any lost, stolen, or damaged personal devices are not the school’s responsibility. Students are responsible for their own devices. If in doubt, leave it at home.
5. Any Internet usage by the students needs to run through the Unicoi County School System server. Access to the Internet by any other means is prohibited.
6. Students may not “post” on social media sites while at school during the school day.
7. Students may not use electronic devices to bully or harass classmates during the school day.
8. Any refusal to immediately hand over the entire electronic device and its contents will result in additional disciplinary charges including but not limited to ISS.

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| VIOLATION | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE |
| Unauthorized use of cell phone or smart watch | Phone will be confiscated and may be picked up by the student at the end of school day.  Blue Slip | Device confiscated and held for 7 calendar days, unless picked up by a parent/guardian.  Parent Signature | The Device will be signed in and out of the office on a daily basis for 30 days. Students who do adhere will face disciplinary action. |

**NOTE: The use of any electronic device for cheating or dishonesty will be result in: grade of zero on assignment, ISS, and confiscation of the electronic device. Additional consequences may apply if the student has previous violations.**

**Visitors**

In order to request entry to Unicoi County Middle School, please come to the main entrance near the flagpole. After ringing the front doorbell, please state your name and the student’s name for which your visit pertains and your relationship to the student. Your child’s safety is very important to us. We use these safety measures to ensure that our students and their educational experience are protected to the best of our abilities.

All persons visiting the school should enter the building in the main entrance and report to the office. All other doors are locked for the safety of the students. A check in at the main office is required to visit any part of the school. A visitor’s pass must be obtained and worn when inside the building.

**Withdrawal to another school system**

In the event of moving, please come and meet with the school personnel as soon as possible to fill out necessary withdrawal forms. This will help us gather all necessary records and information for the student and will make entering a new school much easier. Records will be mailed to the new school upon receiving a transcript request and clearance of any fees. Make sure all textbooks and library books are returned and any fines have been paid.

**ATHLETICS**

The school offers the following athletic teams: Football, Basketball, Baseball, Volleyball, Track, Cross Country, Softball, and Cheerleading. In order to tryout/participate, a student must meet all of the following criteria:

1. The student must not have reached the 15th birthday before September 1st of this school year.
2. The student must have passed at least 3 of 4 academic subjects which met five times a week during the preceding nine weeks. (No F’s in more than 1 subject). A student must academically pass to the next grade.
3. The student must have, and maintain a highly acceptable standard of conduct.
4. **All student athletes must pass a physical examination that is dated after April 15, 2019 before trying out for or playing a sport in the 2019-20 school year.**

Students interested in participating in athletics should contact UCMS Athletic Director Jason Hensley, 735-0236. Interested students can also contact the coaches of the individual sports.

Athletics is a PRIVILEGE-NOT a RIGHT

- UCMS encourages participation in our athletics programs however no one is guaranteed a place on any team. These activities are considered extra-curricular and should be viewed as a privilege. „

-Student athletes must adhere to the standards of conduct and academic expectations set forth by the school administration and the individual coaches. These standards of conduct include both on-field/court actions as well as actions outside of the sport (i.e. in public settings, in the classroom, on social media). If these standards are not met the student athlete faces possible removal from the team.

- Playing time and selection to athletic teams are solely at the discretion of the coach of each sport.

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

In compliance with Title VI of the Civil Rights Act of 1964, the Unicoi County Board of Education prohibits the following discriminatory practices:

1. Preventing a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
2. Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student’s race, color, or national origin.
3. Setting higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
4. Unequally applying disciplinary action based on a students race, color, or national origin.
5. Failing to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
6. Administering test or other evaluative measures which by design or by grading do not allow minority students the same opportunity to present a true measure of their abilities.
7. Providing advice or guidance to minority students with the intent to direct minority students away from school, classes, or educational activities based on the race, color, or national origin.

**ATTENDANCE POLICY**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The Board has set, in compliance with the State Department of Education requirements, a daily student attendance goal of 95%. The attendance supervisor/director of schools oversees the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student parent/guardian. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Illness documented by a doctor’s excuse;
2. Death of immediate family member;
3. Medical appointments w/documentation
4. Religious observances; or
5. Court appearance w/ documentation
6. Medical appointments should be made after school. If made during the school day, the child will be excused for a reasonable amount of time for the appointment. Students should return to school with a doctor’s excuse.

**Chronic absenteeism has shown to negatively impact student academic progress. Students who are chronically absent (for any reason) are less likely to be “on grade level” or even graduate high school. Make every attempt to attend class unless absolutely necessary.**

**Attendance Related Information**

1. School-sponsored trips are not counted as an absence.
2. Extreme weather conditions with no bus service will not count as an absence.

**Attendance Awards**

Students who are present everyday for the entire day will receive perfect attendance awards. **Students must be at school from 7:45 to 2:45 every school day and cannot have any tardies or check-outs for the entire school year to receive a perfect attendance award.**

**Tardies**

**First period classes will begin promptly at 7:45. Students are to be in their seats and ready to learn by this time. After the 5th unexcused tardy to first period, a student will receive one day of ISS. Once the student accumulates 10 total unexcused tardies, he/she will receive two days of ISS. Each unexcused tardy after the 10th will result in a day of ISS.**

**In the case of excessive tardies (5+), the school may require Doctor’s excuses to count tardies as “excused.” After passing that threshold, parent notes for tardies will not be accepted.**

**TRUANCY POLICY**

**You will be contacted by the school if your child’s attendance is as follows:**

**First Contact/Referral**

School Level Truancy Review team after:

Three (3) unexcused absences

* Three (3) unexcused tardies/checkouts
* Five (5) parent notes

**Second Contact/Referral**

Referral to Unicoi County Truancy Board after:

* Five (5) unexcused absences
* Five (5) unexcused tardies/checkouts

**The following recommendations may be made at the Unicoi County School Truancy Board hearing:**

* Referral to a prescribed truancy program for parents and students in grades 5-12
* Referral for in-home/family services.
* School to monitor attendance and make second referral to Unicoi County School Truancy Board for continued attendance issues.
* Recommendation to school for additional services.
* Other referrals as indicated.
* Referral to Juvenile Court

**Third Contact/Referral**

If truancy issues are not resolved, a referral will be made to Unicoi County Juvenile Court.

If parents and students do not appear when scheduled for their Unicoi County Schools Truancy Board hearing or Pretrial Diversion hearing then a court petition will be filed with the Unicoi County Juvenile Court. In addition, if parents and/or students refuse to accept or participate in services recommended by the Unicoi County School Truancy Board, a Juvenile Court petition will also be filed.The student should be responsible for getting his/her make-up work. The student will have 3 school days to complete make-up work

**Bus Conduct**

“A pupil shall become ineligible for transportation when his behavior is such as to cause dissension on a school bus, or when he disobeys state or local rules and regulations pertaining to pupil transportation.” This quotation is from **State Rules, Regulation and Minimum Standards.**

The following Rule and Regulations for students that ride a school bus have been developed to insure a safe, economic and orderly operation.

1. Students are under the supervision of the school bus driver from the time they board the bus in the morning until they reach school, and from the time they leave school until they arrive at home or someplace designated by their parents/guardian.
2. Drivers may assign students a permanent seat on the bus if they wish.
3. Once a student is seated, permission from the driver is required to change seats.
4. Students will not be excessively noisy while on the bus.
5. Students will not be permitted to throw any objects while on the bus.
6. Students will not use any vulgar or profane languages while on the bus.
7. Students will not use tobacco in any form while on the bus.
8. Students will not be permitted to have any dangerous toys or other items that might cause injury on the bus. This would include water squirt guns, etc. Science specimens which are to be taken to school in glass jars will also be closed in cardboard or wooden boxes. No food or drinks will be permitted on the bus without the bus driver’s permission.
9. Students will be let off a bus only at their designated destination unless written permission from their parents, signed to by the school officials, given authority to the bus driver to go otherwise.
10. Buses will not stop at stores and other sites for students to make purchases or visit.
11. All incidents of misconducts will be reported by the driver to the principal. If a student misbehaves on the way to his home and refuses to obey the driver, the driver when he delivers the student home may refuse to haul the student again until the parents go to the school and get the matter settled.
12. Students will pay for any damage done deliberately to the bus. High school and middle school students who are required to wait at an elementary school for a bus shall be under the supervision of the elementary teachers standing bus duty.

A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to student transportation.

**These rules are to ensure the safety of ALL students riding the bus and will be strictly enforced.**

**BREAKFAST AND LUNCH INFORMATION**

Students may purchase a healthful lunch at the school food serving area, for a cost of $2.25 per child. Students may bring their lunch if they do not wish to purchase it. Those carrying their lunch are to eat in the cafeteria with all other students. During lunch period students accompanied by the teacher, go to and from the cafeteria as a group. Any deviation from this schedule will have to be approved by the principal.

**CAFETERIA CONDUCT RULES:**

1. Walk; do not run, to and from cafeteria.
2. Do not make excessive noise.
3. Do not step ahead of or push others in line.
4. When students enter the lunchroom, they are to remain seated unless otherwise given permission by principal, assistant principal or designated lunch monitor.
5. No food or drink is to be taken from the eating area to be eaten elsewhere.
6. Pick up and dispose of all trash from your area. Return tray to the proper place.
7. Students must leave the cafeteria silently EVERY DAY because others are having class.
8. \*\*Please note that the water vending machines in the gym corridor may only be used by students prior to 7:45 a.m. or after 2:45 p.m. Water may be purchased in the cafeteria during all lunch shifts.

**CAFETERIA REGULATIONS**

Unicoi County School Food Service receives funding through the United States Department of Agriculture (USDA). USDA regulations monitor the consumption of competitive foods in the food service area.

The food service area refers to the areas of the school where meals are either “served” or “eaten”. **To comply with USDA regulations and school board regulations, no food or drink from commercial restaurants may be brought in the cafeteria to be consumed.**

**\*\*Parents or others should not bring food from outside agencies (restaurants, delis, etc.) for students to eat during lunch. If this occurs, students will not be allowed to eat in the cafeteria with the other students and will have to eat in the office or other designated area.**

I request your cooperation with adhering to these policies and regulations. You are welcome and invited to visit our cafeteria to have lunch with your child, but please follow the restrictions concerning food from commercial establishments.

**Lunch Charges**

Students will be able to charge if they should forget their lunch money. This service is intended to make sure each student has a meal; however students will NOT be able to charge for extra helpings or desserts. Charges should be paid back the next day. Students will be given a charge ticket in the office to take home for parents to sign and return the next day with money. If charges are not paid in a reasonable time, the parent will be contacted**. Charges must be paid back to the office in cash. Students are not permitted to take money out of their lunch accounts to pay charges in the office. Checks cannot be cashed to pay office charges and put money into their accounts. For accounting purposes both accounts must be kept separate.**

**2018-19 Meal Prices:**

**Price Adult Students(regular)**

**Lunch $3.00 $2.35**

**Breakfast $2.00 Free**

**Milk/Juice $ .50 $ .50**

**8 oz. Sport Water $ 1.00 $ 1.00**

**Ice Cream $.50/$1.00 $.50/$1.00**

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| **B.L.U.E. Behaviors and Expectations** | **Classroom** | **Hallway** | **Restroom** | **Cafeteria** | **Technology** |
| **B**e Responsible | \*Raise your hand before speaking.  \*Follow directions the 1st time given.  \*Accept consequences without complaining.  \*Return materials to the proper place. | \*Walk, do not run.  \*Use an appropriate noise level.  \*Walk directly to your designated area.  \*Do not linger in the hallways. | \*Flush toilets and wash your hands.  \*Keep floor and walls clean. | \*Sit at your assigned table.  \*Get all items you need as you go through the line. | \*Visit only school approved and appropriate sites  \*Do not download unauthorized apps  \*Do not damage the device |
| **L**earning happens when on task and prepared | \*Bring all materials daily.  \*Take pride in your work by giving your best effort. | \*Be respectful of others having class. | \*Use the restroom and return to class. Do not linger. | \*Bring all items you need when you leave the classroom. | \*Only school approved devices in class  \*Keep school technology devices charged |
| **U**se safety in every situation | \*Keep your hands and feet to yourself. \*Follow safety procedures.  \*Use all items appropriately. | \*Walk, do not run. \*In case of emergency, find the nearest adult.  \*Keep your hands and feet to yourself. | \*The bathroom fixtures are not toys. Vandalism will be dealt with severely.  \*Report any problems to a teacher.  \*Keep your hands and feet to yourself. | \*Report any problems to a teacher or administrator.  \*Keep your hands and feet to yourself.  \*Walk, do not run. | \*Never converse with online people you do not know.  \*Do not visit unauthorized websites or apps  \*Report any suspicious activity to an adult |
| **E**arn and show respect | \*Listen politely to teachers and peers.  \*Use appropriate language.  \*Ask permission to use materials.  \*Answer adults in a respectful manner. "Sir" and "Ma'am" are appropriate. | \*Move about the building quietly and orderly.  \*Bring all of your materials daily.  \*Do not block others' lockers.  \*Do not be late or absent from class by lingering in the hallways. | \*No horseplay of any kind.  \*Respect others' privacy.  \*Do not linger.  \*Dispose of all trash properly. | \*Use good manners.  \*Make sure all trash is deposited in the cans, not the floor.  \*Respond immediately to the signal for silence.  \*Leave the cafeteria in silence so that other classes are not disturbed. | \*Speak positively of self and others in all online activity, including social media  \*Do not engage in negative interactions with other parties via online platforms, such as social media |
|

**Discipline Policy :**

It would be extremely difficult to list all infractions. The following chart is meant to assist administrators, teachers, parents, and students in recognizing the importance of appropriate and just disciplinary action. **The principal and assistant principal will use their own discretion concerning any matter.**  The administration also may find it necessary to adjust penalties due to the severity of the violation. Chronic abuses or additional offenses are to be handled by the administration at their own discretion.

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| **VIOLATION** | **1ST OFFENSE** | **2ND OFFENSE** | **3RD OFFENSE** |
| Alcohol, drugs, narcotics: sale, use, possession, or distribution | Zero Tolerance | Zero Tolerance | Zero Tolerance |
| Bomb threat, weapon, or dangerous instrument. Possession or threat | Recommend expulsion for one year. Police/parents notified. Court petition. | Same as 1st offense | Same as 1st offense |
| Student physically attacking a teacher | Prosecution in court. Recommended expulsion for rest of year | Same as 1st offense | Same as 1st offense |
| Profanity directed at school personnel | 3 days of ISS. Discretion of admin. | 3 days of OSS. | 5 days of OSS. Possible referral to alt. school |
| Profanity—written or verbal | 1 days of ISS | 2 days of ISS | 4 days of ISS. Parent conference |
| Tobacco products and lighters/e-cigarettes and/or related paraphernalia: use or possession | Confiscation, 3 days ISS, Possible citation and/or court petition. Director notified. | Confiscation, 3 days OSS, Parent conference, Citation and/or court petition. | Confiscation, 4 days OSS, Parent conference, Citation and/or court petition. |
| Fighting and/or threats to others: Aggressor may be treated more severely. | Possible court petition. 3 days OSS. | Possible court petition. 5 days OSS. | 10 days OSS and referral to law enforcement. Possible recommendation of expulsion and/or alternative school. |
| Leaving school without permission, skipping class, school, or any school function. | 3 days ISS. Parent notified. | 5 days ISS. Parents notified. Possible court petition. | 5 days OSS. Parents notified. Court petition Possible referral to Alt School. |
| Disrespect to Staff/ Noncompliance (Repeated) | 3 days ISS. Parent notified. | 5 days ISS. Parent notified. | 3 days OSS. Parent notified. Court Petition. |
| **VIOLATION** | **1ST OFFENSE** | **2ND OFFENSE** | **3RD OFFENSE** |
| Damage or misuse of school private property | 3 days ISS and restitution. Possible court petition | 5 days ISS and restitution. Court petition | 3 days OSS and restitution Court petition. |
| Forgery/Lying to school staff | 1 days ISS. Parent notified. | 3 days ISS. Parent notified. | 3 days OSS. Parent notified. |
| Cheating | Zero Grade. Parent notified. 1 day ISS | Zero Grade. Parent notified. 3 days ISS. | Zero Grade. 3 days ISS. Parent Conference |
| Stealing | 3 days ISS. Restitution required. | 5 days ISS. Restitution required. Possible court petition. | 10 Days ISS. Restitution required. Court petition |
| Harassment of a student (including bullying/sexual) | 3 days ISS. | 5 days ISS. Possible court petition. Possible recommendation to alt school | 5 days OSS. Possible recommendation for alternative school placement. |
| Bus Misconduct | 3 day ISS and possible bus suspension | Bus suspension or possible bus expulsion for rest of year. | Recommended bus expulsion for rest of the year. |
| Technology violation | 1 day ISS. Possible loss of tech privileges. | 3 days ISS. Possible loss of tech privileges. | 5 days ISS. Possible loss of tech privileges. |
| Cell phone usage/texting | Phone will be confiscated and given back to the student at the end of school day.  Blue Slip | Phone will be confiscated and given back to the student in 7 calendar days or may be picked up by parent in office. | 30 day sign in/out in office |
| Inappropriate drawings, gestures, and notes. | 1 days ISS | 3 days ISS | 3 days OSS |
| Horseplay – Hands on another students | 1 day ISS | 3 days ISS | 5 days ISS |

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**BEHAVIOR IN THE HALLS**

Please keep our hallways open to traffic by walking to the right side. WALK through QUIETLY; DO NOT RUN. Be polite to others in the halls and classrooms. Students should always be quiet when in the hall because others are having class.

**BULLYING AND HARASSMENT--GENERAL**

Harassment does not always happen face-to-face. It can happen on the internet, by text messages on cell phones, and/or by written notes. Parents/guardians should be aware of their student’s communications with others outside of school and monitor/adjust for appropriateness. Incidents of harassment, bullying, or intimidation that takes place off of school grounds or outside of the regular school day, including cyber-bullying, may be addressed by school personnel if those incidents affect the school day. Contact the school office or speak to an administrator regarding any issues of bullying and/or harassment.

Is it bullying? To help determine if someone is being bullied, it is important to remember that middle school is a difficult transition for many students. Sometimes students can be RUDE (inadvertently say or do something that hurts someone else's feelings), MEAN (purposefully say or do something to hurt someone else once...maybe twice), or BULLY (intentional, aggressive behavior that is repeated over time and involves an imbalance of power. Bullying may be verbal (words), physical (unkind touch), relational (turning friends against each other), or cyber (social media). The plan to address bullying is individualized and consequences increase in severity if the bullying behavior doesn't change. Be patient and continue to notify the school administration, counselors, and/or teachers if it continues. We want to keep you safe!

**SEXUAL HARRASSMENT**

It is the policy of the Unicoi County School System to provide all students with a learning environment free from sexual harassment which interferes with learning. Unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct or communications of a sexual nature may create an intimidating, hostile, or offensive learning environment. Sexual Harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of a sexual nature) which makes another person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment. In a school or work environment flirtation is often inappropriate, but sexual harassment is always illegal.

Sexual Harassment takes many forms. Here are just a few:

* Displaying offensive items, photos, posters, etc.
* Inappropriate gestures, touching, or grabbing.
* Sexual remarks, suggestions, and spreading rumors.
* Pressure for unwanted activities or encounters.
* Offensive jokes, languages, or teasing; whistles or catcalls.

**DRESS POLICY**

The purpose of a student dress code is to stress decency, modesty, and appropriate taste in appearance. A dress code is enforced to promote safety and to prevent students from calling attention to themselves and/or interfering with school activities. It is the responsibility of the parent to ensure students leave home dressed appropriately for school.Students not adhering to the dress code will be given a verbal warning for the first violation. On the second violation students will be provided with alternative clothing. If necessary, on the third violation, the student will be placed in ISS until the parent can be contacted and provide appropriate attire. The student may also be sent home to correct the violation(s) if they continue. **Administration has the right to determine if attire or appearance is inappropriate for school. ALL DRESS POLICES APPLY FOR FIELD TRIPS, DANCES, BALLGAMES OR ANY SCHOOL ACTIVITY.** The following **WILL NOT** be allowed at UCMS:

1. **For safety reasons, students may not wear any pierced jewelry other than earrings and “studs” in other facial areas.** This policy is in effect any time that students are on our campus or attending a school function, including buses, before and after school and on field trips. If in violation, student will be asked to remove the jewelry. Further offenses will result in confiscation of the jewelry for parental pick-up possible disciplinary action. **In some courses at UCMS, students may be asked to remove all facial jewelry due to safety concerns.** Failure to comply will result in possible disciplinary action.
2. Emblems denoting inflammatory intent, clothing with writing or characterization denoting obscenity, vulgarity, or the occult and clothing advertising drugs, alcoholic beverages, or tobacco are not appropriate.
3. Any hair color or style that is or becomes disruptive to the school day will not be allowed.
4. No inappropriate holes in clothing. Modest holes in pants and jeans below the fingertip will be allowed. Leggings should be worn under large holes, or holes that are above the fingertips when arms placed straight down in front of body.
5. Waistband of clothes must be worn at waist level and cover underwear. Pants must not drag on the floor. Shorts and skirts must reach the longest finger with arms held by sides. For athletic shorts, they must come past fingertip length both in the front and in the back.
6. No wallet chains, spiked jewelry, neck key chains or other accessories that could be dangerous. Jewelry depicting drugs, violence, or sex is not allowed. No costumes, masks, or face paint allowed unless approved for a school-sponsored event.
7. Bandanas, hats, toboggans, hoods, sunglasses or any head covering are not allowed inside the building. Bare midriffs, transparent clothing, spandex shorts, and pajama/flannel pants are not allowed. Shoes must be worn at all times on school property.
8. Leggings may not be worn as pants unless covered by a shirt, skirt, or shorts that cover the lower body to a modest length. Leggings must not be transparent.
9. No spaghetti strap tanks, low cut tops, or muscle shirts will be acceptable. Tank tops must have a strap equal to the width of three fingers. Shirts that fall off of the shoulder without tank tops underneath are not appropriate. Shirt length must come below the waistband of the pants when arms are raised.
10. Underclothing should not be visible at any time.

**PERSONAL PROPERTY**

Certain items should be left at home. These include but are not limited to: playing and trading cards, CD’s, handheld gaming systems, radios, recording devices, iPods, MP3 players, matches, lighters and any type of fireworks or ammunition. Excessive amounts of money, valuable jewelry, and other personal items should be left at home. UCMS will not be responsible for these items if brought to school. Faculty members have been requested to collect any of these items and turn them into the office. Parents are requested to come to school for the return of these items. NO STUDENT is allowed to bring a knife or other dangerous object to school. These violate zero tolerance board policy and could result in expulsion for up to one school year.

**Prohibited Items**

No student may have in his/her possession such items as drugs, tobacco, matches, lighters, razor blades, knives, sticks, **ENERGY DRINKS**, or any other item judged to be dangerous, capable of inflicting harm to self or others, or capable of causing property damage. These items will be confiscated and held for parental pick-up, turned over to law enforcement, or, if appropriate, destroyed.

**RESPECT FOR PROPERTY**

Students who destroy school property are subject to legal action and are expected to pay for the damage. The student may be suspended until payment is made. This is punishable by state law.

**STUDENT ALCOHOL AND DRUG TESTING K-12 6.3071**

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students where there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drugs and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal’s office or another private place;
2. If needed, summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the substance information available to him/her which is basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administrating the test.
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary authority;
6. Notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised. The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reason therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given written notice of the result. In addition, they shall receive referral information which shall include in-patient, out-patient, and community-based drug and alcohol treatment programs.

In case of positive results of the analysis, the principal shall suspend the student and refer the matter to the disciplinary hearing authority for further action.

**STUDENT GANG ACTIVITY**

The Board of Education has the responsibility to provide a safe, non-intimidating environment in schools to allow for uninhibited learning to take place. Gangs which initiate, intimidate, or promote activities which threaten the safety or well-being of the school environment are considered harmful to the educational process.

**The following policy will apply to gang activities**

1. **Dress**

Gang dress or gang symbols on lockers, notebooks, or anything brought to school will not be tolerated. Students wearing clothing denoting gang affiliation will not be allowed to attend classes.

* 1st Offense: Parents informed; student to leave school to change clothing or go to ISS.
* 2nd Offense: Five (5) days OSS.
* 3rd Offense: Expelled for the rest of the year.

1. **Harassment, Intimidation, and Threats to students**

* 1st Offense: Ten (10) days OSS.
* 2nd Offense: Expulsion for the rest of the year.

1. **Gang Related Fighting**

* 1st Offense: Ten (10) days OSS.
* 2nd Offense: Expulsion

1. **Gang Harassment to School Official or Defacing School Property**

* 1st Offense: Expulsion for the rest of the year.

**ZERO-TOLERANCE OFFENSES 6.309**

The Board of Education agrees 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 requirement on a case-by-case basis. Nothing in this section shall be constructed to prohibit the assignment of students to an alternative school.

1. Students who bring or unlawfully possess a drug or dangerous weapon onto a school property or to any event or activity.
2. Any student who while on a school bus, or on school property or while attending any school event or activity.
   1. Unlawfully possesses a drug or dangerous weapon; or
   2. Commits battery on a teacher, or other employee of the school.

Note: Due process stops with the Superintendent Ref.: TCA. 49-6-4018

**Student Technology Policy**

Unicoi County Schools have access to computers, network, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows us to find, synthesize, and share information in a variety of unique ways. The Internet has come about because groups of individuals have chosen to network their computers in order to share information. A small minority have made objectionable materials available over the Internet. The Unicoi County School System takes every precaution to restrict access to this information. However, an industrious user may discover it. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or any part of the school system network.

Terms and Conditions of Use:

* Passwords if issued will not be shared among users.
* All network communication must be polite, kind, and free from inappropriate language.
* Electronic mail is not guaranteed to be private.
* Personal work and electronic mail shall be deleted regularly due to space limitations.
* No personal address, phone numbers, full names, or financial information will be included in any network communication.
* No attempt to tamper with other people’s data or gain unauthorized access to accounts or files is permitted.
* It is the user’s responsibility to seek guidance from the system administrators if questions of proper use arise.
* The Unicoi County Schools do not condone and specifically forbid the unauthorized duplication of software.
* Users will abide by the copyright law.
* Students will be monitored.

**STUDENTS AND PARENT/GUARDIANS WILL BE REQUIRED TO SIGN A USER’S AGREEMENT.**

**QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

The Every Student Succeeds Act (ESSA) requires all students be taught by fully certified teachers. Tennessee’s state licensure requirements stil require a bachelor’s degree and demonstrated content knowledge.  Verification of licensure and certifications is maintained at the school system central office.

You as a legal parent/guardian, have the right to request information regarding professional qualifications of your child’s teacher(s). Upon your request, the school system will provide you with the following information: whether a teacher is teaching under emergency status for which certification has been waived, and the degree major of a teacher and any other graduate degree or certification the teacher may hold. Under ESSA, you will be promptly informed if for any reason a non-highly qualified teacher teaches your child for four or more consecutive weeks.

ESSA also requires that instructional paraprofessionals in Title I schools demonstrate highly qualified status by passing a test to demonstrate knowledge of and the ability to assist in the instruction, having completed two years of higher education, or having obtained an associate’s or higher degree. All instructional paraprofessionals at Unicoi County High School have demonstrated highly qualified status. You have the right to request information about the paraprofessionals that may work with your child. Verification of highly qualified status is maintained at the school system central office.

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**SAFE SCHOOLS**

All Unicoi County Schools have been deemed “safe schools” under the guidelines of our state and ESSA. However, should your child become the victim of a violent crime at any Unicoi County School, you have the right to request a transfer to the nearest county school, pending their enrollment. The Tennessee State Board of Education Unsafe School Choice Policy states that the district may choose to facilitate a requested transfer to another school; however, such transfer shall not be required. Unicoi County Schools’ faculty and staff are making every effort to prevent any situation in which your child may not be safe. If you have any questions regarding safety policies or procedures, please contact the central office at [(423) 743-1600](tel:(423)%20743-1600).

**Unicoi County Middle School (REFERENCE COPY--HARD COPY WILL BE SENT HOME)**

**LEARNING COMPACT: HOME - SCHOOL AGREEMENT**

**PARENT AGREEMENT**

I want my child to achieve the high standards set forth by the State of Tennessee. Therefore, I accept my responsibility to do the following. (Please check the items you agree to follow.)

\_\_ See that my child is on time, has needed supplies and attends school regularly.

\_\_ Communicate frequently with my child’s teacher to determine how my child is doing.

\_\_ Support the school in its efforts to maintain proper discipline

\_\_ Establish a time for homework, review it regularly, and monitor its completion.

\_\_ Provide a quiet well lighted place for study.

\_\_ Encourage my child’s efforts and be available for questions.

\_\_ Stay aware of what my child is learning.

\_\_ Read with my child and let my child see me read.

\_\_ Check with my child for information sent home, read it promptly and sign and return.

\_\_ Volunteer when opportunities arise.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT AGREEMENT**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.

- Come to school each day with pens, pencils, paper, and other necessary tools for learning.

- Complete and return homework assignments.

- Observe regular study hours.

- Conform to rules of student conduct which includes displaying respect for all.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEACHER AGREEMENT**

It is important that students achieve and that we as teachers set high expectations of ourselves, students, and other staff. Therefore, I shall strive to do the following:

- Provide homework assignments that best fit the student’s specific needs.

- Provide necessary assistance to parents so that they can help with the assignments.

- Encourage students and parents by providing information about student progress

- Use special activities in the classroom to make learning enjoyable.

- Communicate with parents on an ongoing basis through a multitude of avenues that will keep them informed and involved in their child’s education. Ex: (progress reports, report cards, assessment and achievement reports, Phone calls, newsletters, notes, letters, e-mail, web-site, etc.)

- Hold conferences to discuss the Learning Compact as it relates to individual student’s achievement and other information that will aid the parent in building their capacity to support their child’s learning.

Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINCIPAL AGREEMENT**

I support this form of parent involvement and acknowledge the responsibility of providing a safe environment and high-quality curriculum and instruction in a supportive and effective learning environment that enables the child to meet the State’s student academic achievement standards. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student and ensures that all understand the importance of communication in the child’s education.

- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction and maintain an open line of communication with the parents.

- Provide Parents reasonable access to staff, and opportunities for them to volunteer in, observe, and participate in their child’s classroom. (s).

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Home – School Learning Compact is developed to outline how parents, the entire school staff, and students will **share the responsibility for improving student academic achievement** and how the school and parents will be partners in helping children achieve the State’s high standards.

**ENROLLMENT POLICY 6.203**

**Unicoi County Board of Education**

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;1

2. Evidence of a current medical examination.2 There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and

3. Evidence of state-required immunization.3

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth. A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.4

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written

information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.5

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal References:

1. TCA 49-6-3008(b)

2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)

3. TCA 49-6-5001(c)

4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)

5. TCA 49-6-3051

**School Admissions**

Monitoring:

**Review: Annually,**

**in November**

**600.02 04/19/01**

**Zero Tolerance Offenses 6.309**

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

**WEAPONS & DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.1

Dangerous weapons for the purposes of this policy shall include, but are not limited to a fi rearm or anything manifestly designed, made or adapted for the purpose of infl icting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.2

Violators of this section shall be subject to suspension and/or expulsion from school.

*Firearms (as defi ned in 18 U.S.C. § 921)3*

In accordance with state law, any student who brings or possess a fi rearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. 4

**DRUGS**

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5

**ASSAULT**

In accordance with state law, any student who commits aggravated assault as defi ned in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.5

**ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.6

**NOTIFICATION**

When it is determined that a student has violated this policy, the principal of the school shall notify the student’s parent or legal guardian.

**Discrimination/Harassment and Bullying/Intimidation and Cyber-bullying 6.304**

The Unicoi County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.1 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifi cally at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

**DEFINITIONS**

*Bullying/Intimidation/Harassment* - An act that substantially interferes with a student’s educational

benefits, opportunities, or performance, and the act has the effect of:

• Physically harming a student or damaging a student’s property;

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

student or damage to the student’s property;

• Causing emotional distress to a student or students; or

• Creating a hostile educational environment.

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

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

*Hazing* - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.3 “Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

**COMPLAINTS AND INVESTIGATIONS**

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

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

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

• It places the student in reasonable fear or harm for the student’s person or property;

• It has a substantially detrimental effect on the student’s physical or mental health;

• It has the effect of substantially interfering with the student’s academic performance; or

• It has the effect of substantially interfering with the student’s ability to participate in or

benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

**RESPONSE AND PREVENTION**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

**REPORTS**

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education. By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1. The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

**RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and

**Child Abuse or Neglect**

**REPORTING**

All personnel shall be alert for any evidence of child abuse or neglect.

Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately.1,2 The report shall be made to the judge having juvenile jurisdiction, the office of the chief law-enforcement official where the child resides, or to the Department of Children’s Services in a manner specified by the department, either by contacting a local representative of the department or by utilizing the department’s centralized intake procedure where applicable.

The report shall include:

1. The name, address and age of the child;

2. The name and address of the parents or persons having custody of the child;

3. The nature and extent of the abuse or neglect; and

4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The person reporting shall be immune from liability3 and his identity shall remain confidential except when the juvenile court determines otherwise.

The director of schools shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel. However, nothing in the reporting procedures shall eliminate the staff member’s legal responsibility to directly make a report to the authorities stated above.

**INVESTIGATIONS**

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations 7 including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview, but may not insist that a school employee be present even if the suspected abuser is a school employee or another student.

The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.8

How do I contact the Tennessee Child Abuse Hotline?

Phone: 1-877-237-0004  
Web: <https://reportabuse.state.tn.us/> - Non-emergent situations only  
Fax: 615-361-7041 - Non-emergent situations only.

**Children’s Online Privacy Protection Act (COPPA)**

Your child will use school system device(s) and will have access to the Internet. The school system will share your child's information with 3rd parties including but not limited to textbook manufacturers, eBackpack, Google (Google Apps), and Food Service Applications. Federal Law requires 3rd parties to provide protection and restricts how the information may be used. 3rd parties may store your student's information as long as they remain enrolled in our district and/or the service is used by the school system. If you would like copies of how the companies use the data, please contact your school district central office.

**Children's Online Privacy Protection Act (COPPA)**

**Web based resources or websites used by Unicoi County Schools’ teachers and students**

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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records and these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible students has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

•School officials with legitimate educational interest;

•Other schools to which a student is transferring;

•Specified officials for audit or evaluation purposes;

•Appropriate parties in connection with financial aid to a student;

•Organizations conducting certain studies for or on behalf of the school;

•Accrediting organizations;

•To comply with a judicial order or lawfully issued subpoena;

•Appropriate officials in cases of health and safety emergencies; and

•State and local authorities, with a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA, which is the intent of this notice.

**Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under

FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

* 1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

**Directory Information**

The Family Educational Rights and Privacy Act (FERPA) requires that Unicoi County Schools, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a child's education records. However, Unicoi County Schools may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of director information is to allow the Unicoi County Schools to include this type of information from your child's education records in certain school publications. Examples include:

* A playbill, showing your student's role in a drama production;
* The annual yearbook;
* Honor roll or other recognition lists;
* Graduation programs; and
* Sports activity sheets, such as showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Unicoi County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. Unicoi County Schools has designated the following information as directory information:

* Student's name
* Address
* Telephone listing
* Electronic mail address
* Photograph
* Date and place of birth
* Dates of attendance
* Grade level
* Participation in officially recognized activities and sports
* Weight and height of members of athletic teams
* Degrees, honors, and awards received
* The most recent educational agency or institution attended
* Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Footnotes:

1.These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and

10 U.S.C. § 503(c)

**HANDBOOK ACKNOWLEDGMENT FORM**

**(REFERENCE COPY--HARD COPY WILL BE SENT HOME)**

**The Unicoi County Middle School Student Handbook is available at** [**www.unicoischools.com**](http://www.unicoischools.com) **and your child’s homeroom teacher has also gone over the content with his or her class. Additionally, the handbook has been pre-loaded on your child’s assigned iPad for your reference and convenience.**

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD’S HOMEROOM TEACHER.**

**I am aware of the disciplinary rules and consequences and other general information in the UCMS Handbook and have discussed these items with my child. We understand that we are responsible for the guidelines and policies contained in the handbook.**

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**Date**

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**Print Student’s Name**

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**Student’s Signature**

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**Parent’s Signature**