

Shafer Middle School



STUDENT HANDBOOK

ATTENDANCE INFORMATION

ARRIVAL TO SCHOOL:

Students arriving at Joseph E. Shafer Middle School between 6:50^{AM} and 7:35^{AM} are to report immediately to the gymnasium. Students should enter the building through the designated side gymnasium doors only unless permitted otherwise by a morning monitor. There is no eating or drinking in the gymnasium. Any eating or drinking should be done in the cafeteria only. The cafeteria will open at 7:15^{AM} for breakfast. No student will be allowed to leave the gymnasium or cafeteria between 6:50^{AM} and 7:35^{AM} to go to his/her locker. Students are to be in their first block/period class no later than 7:45^{AM}.

ATTENDANCE POLICY:

Sumner County Schools and Shafer Middle School recognizes that good attendance at school is basic to student learning. Simply put if students are at school they will learn. Students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

Tennessee Compulsory Attendance Law (TCA 49-6-3001) states all children between the ages of 6 and 18 must attend school and be on time to school and classes. The Attendance Department investigates violations through referrals from schools, law enforcement agencies, court officials and citizens due to allegations relating to any school attendance. Truant Officers are available for school conferences to assist administration, guidance counselors, teachers, and parents in attendance matters. Truant Officers serve as a representative of SCS initiating and maintaining Attendance/Behavior Contracts in partnership with Sumner County Juvenile Court. Truancy issues which cannot be resolved will result in petitions filed on the student and parent. (Policy JB K-12)

Excused Absences

Students will be considered absent in a class if they miss more than one half of that class period. Excused absences are those absences tolerated by the school system under the law because the cause and benefits of the absence to the student as verified by proof outweigh the benefits which would have been achieved by attending school. **For absences of a full period/block/day to be considered excused, a written note from the parent or guardian must be provided. After the accumulation of 5 days of excused absences per semester, the parent/guardian must file more formal documentation to assure classification as a verified absence, i.e. note from doctor, court, etc.**

Verified Absences

Adequate reasons for verified absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or

health agency. If the illness or hospitalization is to exceed ten consecutive days, the parent or guardian should apply for homebound instruction after the first five days of consecutive absences.

2. Death of a family member. (Note or program from the funeral home must be provided) Death of a non-family person if approved by the principal.
3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the principal for verification prior to the student being absent for a religious holiday.
4. Required court appearances. Verification of court appearance times from appropriate authorities must be provided.
5. Approved school related activities. Prior approval is required.
6. Vacations/Trips with prior approval by the principal. A note from the parent/guardian shall be submitted at least five (5) school days prior to any vacation or trip. Principal approval is required. Vacations/Trips taken without prior approval will be considered unexcused.
7. Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal or his designee.

Unexcused absences

The Sumner County Schools Attendance Department is responsible for enforcing the Compulsory Attendance of Tennessee by working with all Sumner County Schools regarding students who are absent and/or tardy to frequently and who have not responded to corrective efforts made by the building principal. Our goal is that students succeed in their education by maintaining optimal attendance.

Provided below are the Sumner County Attendance Department Progressive Truancy Tiers. Each Tier will require both parental and student accountability when working with the school to improve attendance.

Progressive Truancy Interventions

Tier 1 – (3 unexcused)	<ul style="list-style-type: none"> • Three (3) unexcused absences = phone call from Attendance Clerk to obtain parent note or valid excuse. • Five (5) unexcused absences will trigger an invitation for Attendance Contract meeting – completed by administrator, parent, and student.
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Tier 2- (7 unexcused)	<ul style="list-style-type: none"> Triggered at seven (7) unexcused absences, SART (School Attendance Review Team) will complete Individual Assessment on student. Based on the Assessment, Interventions may include: Referrals for school counselor, community resources, McKinney Vento students referred to Kecia Ray, Student Support Counselor, tutoring, referral to Family Resource Center or creation of Student Health Plan with the nurse... SART (School Attendance Review Team) consists of at least the Administrator, Counselor, Teacher(s), and School Nurse.
Tier 3- (10 unexcused)	<ul style="list-style-type: none"> Progressive Assurance Statement signed by Administrator, Truancy Referral and previous Tier documentation is sent to Attendance Office. Assigned Truancy Officer implements interventions. If non-compliant: Assigned to DART (District Attendance Review Team) or Juvenile Court Truancy Petition filed.

TARDINESS TO SCHOOL:

To avoid interruptions in instruction and to maximize the learning process, it is imperative that students make every effort to arrive at school on time. In the event a student is late, he/she must:

1. Report to the main office and sign in.
2. Obtain an admit note from the main office.
3. Any student who is late to school more than three (3) times in a nine-week period will be required to attend a

face-to-face conference with an attendance team member, student, and parent.

4. Continued tardiness could result in a notification to the Sumner County Attendance Office. Board policy JB.

RETURNING FROM AN ABSENCE:

When returning to school after an absence, students must have a note from the office in order to be admitted to class. Students should present a note from their parent(s) or guardian(s) for excused absences to the attendance clerk upon arrival to school. Students without a parent note will be given an unexcused note to class.

Notes from parent/guardian should include the following:

1. Student's name
2. The reason for the absence(s) or acknowledgement of the absence(s)
3. The date(s) of the absence(s)
4. Parent(s) or guardian(s) signature and phone number

REQUEST FOR MAKEUP WORK:

Upon the first day of returning to school, it is the student's responsibility to contact the teacher(s) regarding make-up work. If a student is absent for more than two (2) consecutive days, the office will provide make-up work per parent/guardian/student request. **Make-up work must be requested through the front office no later than 9:15^{AM} on the day the work is to be picked up.** Work will not be available on the same day if the request is received after 9:15^{AM}. This will give teachers adequate time to prepare the materials. **Work can be picked up in the main office after 2:00^{PM}.** If make-up work is not picked up, it is the responsibility of the student to collect the work upon his or her return.

PERFECT ATTENDANCE:

Perfect attendance for Joseph E. Shafer Middle School is defined as no absences for any class during the school day and no more than three (3) tardies unexcused tardies to school during the school year.

EARLY DISMISSAL:

During the school day, all students are expected to remain in the school building from the time they arrive on school grounds until the end of school in the afternoon. Students who must leave campus during school hours must have an approved early dismissal slip from the principal/principal designee. It is the responsibility of every student who leaves school early to have their parent(s) sign them out. Any student who does not sign out will be considered skipping. Students must leave through the front entrance and must leave the campus immediately upon being dismissed. If a student returns to school after having checked out, he/she must sign in.

DISMISSAL:

Dismissal from a regular school day begins at 2:45 with a staggered dismissal procedure. All car riders and walkers will be dismissed first. All students should leave the building immediately through the student hallway exit. Students should not go throughout the building for any reason without permission from an adult. This includes restroom usage at the end of the day. All school rules will apply during dismissal of school to ensure student safety (ex. no horseplay, fighting, out of area, etc.). Additionally, cars should follow the normal drive through path in front of the school to pick up their student or should not park in the parking spaces if coming into the school during dismissal. Once students leave the building and campus at the end of the school day they should not return without approval from an administrator. Unity students should report directly to the cafeteria and all athletes should report to their locker rooms or practice field immediately. Bus riders will be escorted to the gymnasium by their last period teacher for dismissal to their buses. Students should sit in their assigned area in the gym with their bus and should not leave the gymnasium for any reason without the permission of an adult.

COUNSELOR - ADMINISTRATOR CONFERENCES:

A student who is in conference with a counselor or administrator during class time must provide a smart pass to the teacher to be excused from that class. Students who wish to meet with a counselor should let an adult in the building know of their request. The adult will then submit a counseling referral to the appropriate counselor. Once the referral is received the counselor will meet with the student in a time appropriate for the reason the request is needed (could be immediate or a time that does not affect the students' classes). Students who wait around in the hope of having a conference are not considered to have a legitimate reason to miss class.

Parents may reach out directly to the guidance counselor assigned to their student or an administrator for an appointment in advance.

Our Counselors and the Last Names they are assigned to are as follows:

Mrs. Amanda Walker (A-K)-
amanda.walker@sumnerschools.org

Mrs. Buffy Wall (L-Z)- buffy.wall@sumnerschools.org

DISCIPLINE INFORMATION

TARDINESS TO CLASS:

Students are expected to be in the classroom when class is scheduled to begin. Students who have a valid pass from an administrator, the office staff, counselor, or another teacher will not be marked tardy.

1. First and second tardy without a pass will result in a warning.
2. Third offense will result in a detention.
3. Fourth offense will result in a detention.
4. Subsequent tardiness will be referred to an administrator.

ALCOHOL AND DRUG ABUSE:

PURPOSE

The purpose of our alcohol and drug abuse policy is to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community.

DEFINITIONS

- (1) **Alcoholic beverage** includes alcohol, spirits, liquor, wine or beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
- (2) **Illegal drugs** include controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as intoxicating inhalant, or any substance which is portrayed as one of the above.
- (3) **Use** shall mean the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of action or behavior that such introduction has occurred.
- (4) **Possession** will mean either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person or among the student’s personal possession including but not limited to lockers, car etc.

POLICY

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug-Free” community, the Sumner County Board of Education’s plan for dealing with alcohol and drugs shall include the following:

- (1) Appropriate ways for handling alcohol/drug-related medical emergencies.
- (2) Guidelines for reporting alcohol/drug incidents and illegal activities.
- (3) Guidelines for referral of students who may have an alcohol/drug problem and/or are considered “High-risk” to agencies and other sources of appropriate help; and
- (4) Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of Tennessee State guidelines, the Director of Schools shall be responsible for:

- (1) Developing and implementing an appropriate curriculum on alcohol and drug education for students.
- (2) Providing adequate information and training for all staff personnel as appropriate to their responsibilities.
- (3) Implementing the relevant portions of the Drug-Free Act by:
 - a. Informing all students in grades seven (7) through twelve (12) of its provisions.
 - b. Distributing to all students a pamphlet from the Department of Safety describing the laws.
 - c. Including the teaching of its components of the law in the annual pre-school year in-service training for teachers and principals; and
- (4) Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events.

Students will not use, possess, distribute, or be under the influence of illegal drugs, drug paraphernalia, or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified as soon as feasible. If it is determined that Sumner County Board of Education policy has been violated, the principal or appropriate designee shall notify the student’s parent/guardian and, if necessary, the appropriate law enforcement agencies, as soon as feasible, and the student shall be subject to suspension for such policy violation. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Board policy JCBD.

BUS CONDUCT:

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students shall follow all reasonable instructions pertaining to conduct and safety that are given by the bus driver or appropriate adult on the school bus.

A student may be denied the privilege of riding the bus if determined by the administrator that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Parents/students must provide transportation to and from school if they are denied transportation because of suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization form signed by the principal/designee of the school that the student attends. Any student wishing to ride a bus other than the student's designated bus must have a note of authorization form signed by the principal/designee of the school that the student attends. The request must be submitted to the office by the parent/guardian of the student before 9:15^{AM}. Board Policy JCBE.

DAMAGE TO SCHOOL OR STUDENT PROPERTY:

Any damage or destruction to school property will result in immediate disciplinary action. Please remember that this costs everyone money and often the loss in usage of the damaged item. In addition to the consequence, the student will be required to pay for repairing or replacing the damaged item.

DETENTION:

Detentions will be served during student lunch and recess times. Students must be in the designated room during this time.

DISRESPECTFUL CONDUCT:

In order to build an effective school, we must have confidence in and respect for our teachers. Please remember to be respectful and courteous to all teachers, substitutes, staff, and visitors. Blatant disrespect causing a serious disruption to the education process will be considered a serious infraction of school policy.

DRESSING AND GROOMING:

SCS K-12 Dress Code Policy

VALUES

- Commit to minimizing personal distractions to prioritize learning.
- Communicate clear dress code expectations to preserve a positive learning environment.
- Cultivate relationships between staff, students, and families.

GOALS

- Ensure students' class time is minimally impacted by dress code violations.
- Use consistent discipline practices.
- Encourage students to express individual styles that are appropriate for school.

BASIC PRINCIPLES

The primary responsibility for a student's attire resides with the student and families. The school district and individual schools are responsible for seeing that students' clothing choices do not interfere with the health, safety, and learning for any student.

1. Basic Principle: Certain body parts must be covered for *all* students.

- Clothing must be worn in such a way that undergarments are always covered. TN law prohibits exposing body parts in an indecent manner that disrupts the learning environment.

2. Students MUST Wear

- Tops
 - must have sleeves or wide straps at the shoulder
 - non-see-through fabric from underarm to waistband
 - overlap waistband
 - hoods must remain down
- Bottoms
 - sweatpants, non-see-through leggings, yoga pants, jeans, pants
 - holes or tears must be below mid-thigh as a halfway point between the hip and knee
 - leggings or yoga pants must be paired with tops that extend past the student's wrist with arms by their side
 - shorts, skirts, dresses
 - mid-thigh as a halfway point between the hip and knee
- Shoes
 - students' shoes must be secured as designed.

3. Students MAY Wear

- Hooded tops
- Jeans
- Skinny jeans
- Pants
- Yoga pants
- Leggings
- Shorts
- Sandals, slides, tennis shoes, boots
- Non-natural hair color
- Religious headwear
- Hats
- Outdoors on school property
- Special occasion days
- Health and/or safety requirements for certain classes

4. Students CANNOT Wear

- Images, logos, or language depicting drugs, alcohol, illegal items or activities
 - Images of violence, demeaning or derogatory speech, profanity, or pornography
 - Sleepwear or slippers
 - Shoes with wheels
 - Clothing that reveals undergarments
 - Accessories that are considered a weapon, pose a threat, or are a potential safety hazard
 - Items that hide any part of the face (except as a religious observance or medical reasons)
 - Examples include but are not limited to non medical masks, bandanas, and hoods
 - Articles of clothing that are not compliant with section 1 and/or 4

SCHOOL AGREEMENTS

- Ensure ALL students are treated equitably.
- Clearly convey dress code guidelines to students and families in a variety of ways.
 - i.e., student handbook, social media, posters, announcements etc.
- Maintain a safe learning environment where protective clothing, shoes, & accessories are needed.
 - i.e., eye wear in chemistry, athletic shoes in PE, etc.
- Exceptions for attire for special occasions is at the discretion of the administrative team.
 - i.e., school-wide programs, special performances, or dress up days etc.
- Students out of compliance, section 1 and/or 4, deemed by the administrative team, options are:
 - Students will be asked to change into their own alternative clothing.
 - Students' guardian(s) will be contacted and asked to provide alternative clothing.
 - If available, alternative clothing may be provided by the school. (Optional)
- If a student refuses to change or is a habitual offender, the school administration has the right to assign consequences.
- The SCS K-12 Dress Code does not apply to Merrol Hyde Magnet School or RT Fisher Alternative School.

Legal
TCA 49-6-4215
TCA 49-6-4009

DISCRIMINATION/HARASSMENT:

Harassment of any individual will result in disciplinary action. Any incident should be reported to an administrator, counselor, or teacher. The nature of the punishment will be determined by the severity of the harassment with possible referral to the local police department and the Sumner County Board of Education.

ELECTRONIC DEVICES:

Electronic devices should be placed in backpacks or purses and powered off and stored in your locker during the school day. Joe Shafer Middle School is not responsible for lost or stolen items that are not placed in a locked locker. The use of the devices during school hours is strictly forbidden unless such devices are being used for an educational purpose. Use or improper storage of the electronic devices could result in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action.

While personal computers, electronic devices, and digital storage media can be beneficial to the educational process, such items also have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may use devices such as iPads, Nooks, Kindles, etc., only with the permission of a full-time supervising faculty member. When brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

Use of cameras on electronic devices, without the permission of a teacher and/or principal, is strictly prohibited on school property, including restrooms and locker rooms. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted.

Students are prohibited from using or having cell phones on their person upon entering the school. Cell phones should be stored in the student's locker during the school day. Joe Shafer Middle School is not responsible for lost or stolen items that are not placed in a locked locker. Students may carry cell phones while participating in off-campus activities, such as field trips, if specifically authorized by the teacher. Students are prohibited from using cell phones in the gymnasium while waiting to be dismissed to class at the beginning of the school day. Administrators may authorize the use of cell phones in the event of an emergency or serious situation. Use or improper storage of a cell phone may result in confiscation of the device until such time as it may be released to a parent. A student in violation of this policy is subject to disciplinary action. Board policy CR.

FIGHTING:

Harmonious relationships should be developed among all students at Shafer Middle School. Students who seek help with problems in personal relationships before a fight occurs will find a positive response from the school administration. Please inform your teacher, counselor, or administrator of any potential problems. This will help avoid major problems and will protect both you and other students. Any matters reported will be handled discreetly and in your best interest.

If a student is threatened or attacked, he/she may need to use reasonable force to defend themselves, but not in excess of the amount necessary to prevent the attack. Students who choose to incite or resort to violence to solve problems with other students will receive a consequence. The nature of the consequence will be determined by the degree of involvement on the part of the individual students. Most often, students will

be assigned no less than 3 days of OSS. Fight promoters (those students who encourage fighting by gossiping, going to the place of the fight to watch, etc.) may receive consequences as well.

FIRE ALARMS:

Fire alarms are placed in the school building for the safety of students and are not under any circumstances to be falsely pulled. Any student guilty of pulling any fire alarm will be automatically suspended from school and reported to the State Fire Marshall's Office and possibly the police department for filing a false police report.

FOOD/GUM:

In an effort to protect the cleanliness of Shafer Middle School, eating food or candy is not permissible in the classrooms or building unless specifically authorized by the teacher or administrator. **Students who are caught in violation of this rule will receive a consequence determined by the degree of the violation.**

Gum and water are permissible during the school day. Water should be in a disposable or sport water bottle with a closed top.

GREEN WAVE FOOD COURT: Students will be escorted to and from the food court by their teachers. It is expected that each student will walk through the hallways in an orderly and quiet manner. Our lunch schedule is:

6th Grade	10:45 ^{AM} – 11:15 ^{AM}
7th Grade	11:30 ^{AM} – 12:00 ^{PM}
8th Grade	12:15 ^{PM} – 12:45 ^{PM}

Students are expected to display appropriate behavior in the Green Wave Food Court. The following rules should be followed:

1. Do not cut in line
2. Sit at assigned tables (No more than eight students to a table)
3. Immediately be quiet and look to the administrator/supervisor when lights are dimmed
4. Return own tray
5. Dispose of your own trash in waste cans
6. Do not take food, drinks, or products outside of the food court unless they are closed and properly stored.

HALL PASSES:

Students must create the designated hall passes while in the hallways during class time. These will be checked by school personnel. Students who are found to be out of their assigned area without permission will be assigned appropriate discipline consequences.

HANDS OFF:

Shafer Middle School adheres to a hands-off policy. Physical contact is not appropriate at school and does not promote an environment in keeping with our philosophy and goals.

HONOR CODE POLICY:

All students are expected to produce their own, original work. Violations of this policy include:

1. Taking information of any form into a test situation for the purpose of responding to test items.
2. Plagiarism: "The submission of another person's words or ideas as one's own. This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source."
3. Copying work of others when the copied material is to count as a part of the semester grade. This includes the copying of computer disks.
4. Relaying test information to others in or out of class.
5. Taking test questions (complete tests, answer keys, teacher's edition) to provide assistance in later test situations.
6. Selling or buying papers.

If a teacher suspects a student of cheating to earn a grade, then the teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has absolute proof of cheating, the student will receive a "0" for the work and the parent will be notified. Further disciplinary action may be required by the administrator. Stealing a teacher's test or key is a theft and will be consequence accordingly. In addition, students are expected to always tell the truth when dealing with faculty, administrators, and staff. Board Policy IHA

IN-SCHOOL SUSPENSION:

Students may be assigned to in-school suspension for a designated number of days. Students who are assigned to ISS must report to the ISS room (Room 102) before 7:45^{AM}. Students will be expected to continue regular classroom assignments while serving ISS. Once a student is assigned ISS, he/she must receive the appropriate number of points by conforming to strict guidelines. Students are evaluated each period while in ISS for being respectful, being responsible, and being safe. Students will not be allowed to return to their regular schedule until all work is completed and they have earned the appropriate points. A student in ISS will be counted present at school.

PROFANITY:

Profanity or vulgarity will not be tolerated in classrooms, hallways, at any school activity, or on campus. Language used to convey a lewd, profane, or vulgar statement will not be tolerated whether in verbal or written form.

RESTRICTED ITEMS:

Electronic games, playing cards, dice, cologne, perfume, aerosol-based products, laser pointers, hacky sacks, slime or slime type products are not allowed during class times. These items will be confiscated and returned after school. For numerous infractions these items may only be returned to the parent or guardian. The school does not assume responsibility for any personal property which has been confiscated. Any property not properly retrieved by the end of the school year will be donated to local organizations. Backpacks, purses, and/or drawstring bags are to be placed in the student's locker during the school day. Rolling backpacks are not allowed.

SEARCH OF PERSONS AND CONTAINERS:

Any principal, or his designee, having reasonable cause for a search may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized activity off campus, including buses, if he 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 or faculty conduct.
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

The student using a locker that is the property of the school system has no right to privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search (with a witness) or a student's pocket, purse, or other container may be required to be emptied as the result of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated school policy.
2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon or drug.
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; and
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

A principal or his designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon or drugs or contains evidence of a violation of school rules or regulations which endangers or has

endangered the health or safety of any member of the student body. Board Policy JCAB.

STEALING:

Any student who commits or attempts to commit a theft or breaking and entering at school will be punished severely and may be referred to the local police department. Stolen or lost property should be reported to an administrator promptly.

SUSPENSION:

The principal or his designee may suspend any student from attendance at school or any school-related activity on or off-campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such students from attendance at school (in-school suspension), for a period of one (1) to ten (10) days, for good and sufficient reasons.

TOBACCO:

Students shall not use or possess tobacco in any form (Including smokeless tobacco), e-cig, or vape pens while on school property, attending or participating in a school sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events. Board Policy CI

WEAPONS OR DANGEROUS INSTRUMENTS:

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population and shall be suspended from attending Sumner County schools for a minimum period of one (1) calendar year. The Director of Schools may modify the suspension requirements on a case-by-case basis. The Director must report each case to the Board at its next regular meeting. When appropriate, criminal charges will be brought against the student and parents or legal guardian.

When a student is determined to be a special education student, an IEP-Team meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action.

Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off campus, of any weapon or dangerous instrument will be immediately removed from the general student population. Within five (5) school days, a disciplinary committee shall recommend the disposition, including suspension, of the student. The Director of Schools may modify the recommendations on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns will be suspended as determined by the principal. The principal shall report

his/her action to the Director. Depending on the circumstance, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee (see item #15 below) for disposition as determined by the committee.

DEFINITIONS OF WEAPONS

1. Knives
2. Box cutters
3. Razor blades
4. Clubs or police batons
5. Paint ball guns
6. Pellet guns
7. BB guns
8. Brass knuckles
9. Chains
10. Ice picks
11. Spiked wristbands or collars
12. Any object used in such a manner that could cause bodily harm or inflict damage to property
13. Any explosive device including but not limited to all fireworks
14. Any firearms; and
15. Any item which could be perceived to be a dangerous instrument such as a toy or non-working device.

This list is not all-inclusive; therefore, the principal shall use discretion in ascertaining whether an object is a weapon as defined in this policy. Board Policy JCBF.

ZERO-TOLERANCE BEHAVIOR:

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension 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. Zero-tolerance acts include:

1. Students who bring, use, are under the influence of, or found in possession of a drug, drug paraphernalia, or a dangerous weapon onto a school bus, on school property, or at any school event or activity on or off campus
2. Any student who, while on a school bus, on school property, or while attending any school event or activity on or off campus
 - a. Uses or is under the influence of a drug, alcohol, or illegal substance, or
 - b. Possesses a drug, drug paraphernalia, alcohol, an illegal substance, or dangerous weapon; or
 - c. Assaults or threatens to assault a teacher, student, or any other person.

Board Policy JCCC.

GENERAL INFORMATION

ACCESS TO STUDENTS:

Under the law, school officials are required to remain neutral in their contacts with parents who are separated or divorced. The faculty and staff of Joseph E. Shafer Middle School are committed to preserving the emotional well-being of each student and to protecting him or her from undue emotional stress when separated/divorced parents cannot agree on school related issues. Under ordinary circumstances, both the custodial and non-custodial parent has equal access to the student's school records. Both parents are granted equal status relative to the education of their child.

In some cases, a court decree may be issued that limits or restricts a parent's rights in educational matters. Please be advised that the Sumner County Board of Education will grant equal parent access to school records (and to eligible children) unless a court order is provided specifying any special conditions, which may exist. It is the responsibility of the parent to provide to the school principal the court order if one exists.

ACCIDENTS:

In the event of an accident, immediately report to a teacher, administrator, or the office what has occurred. First aid supplies are kept in the office for minor injuries. We will provide immediate assistance.

ATHLETICS:

Participation in athletics at Joe Shafer Middle School is a privilege with responsibility. Our school has a rich tradition of athletic excellence that we wish to honor and build upon. Any student interested in participating on an athletic team must have an athletic physical on file with the coach/athletic director as well as proof of insurance.

Academic eligibility is determined by nine-week, semester, and/or yearly grades. Student-Athletes who are failing any class will be placed on academic probation until the next grading period (progress reports) and is suspended indefinitely from playing in games until the grade is raised to passing. In addition, students who receive in-school suspension will be suspended a minimum of 1 game. Any Student-Athlete who is suspended from playing is expected to attend all practice sessions in order to give them the best chance of returning once their suspension is served. It is the coach's discretion as to whether or not the student-Athlete should be present with the team at the game out of uniform.

Student-Athletes who receive 3 in-school suspensions may be dismissed from the team at principals' discretion and any student-athlete with one (1) or more out of school suspensions will be dismissed immediately from an athletic team for at least the remainder of the current semester. Participation beyond the next semester will be decided on a case-by-case basis and will be determined by the principal.

CAR RIDERS (MORNING & AFTERNOON):

When driving to Joseph E. Shafer Middle School, we ask that vehicles keep a single line that leads to the front walk of the school. We ask that no vehicles pass another or make a double line. For your child's safety, please do not drop off or pick up your child in the main parking lot. Students should not walk across the parking lot. We also ask that vehicles do not use the bus lane for drop-off or pick-up.

CARE OF PEOPLE AND PROPERTY:

Emergencies: The school has a comprehensive emergency plan which will be practiced and reviewed annually. Your safety and the safety of others may depend on your responding as directed during emergencies.

Building and Grounds: Members of Joe Shafer Middle School understand that the appearance of the school building and grounds is a matter of personal and school pride. We ask that you all help us send the right message about our school to the community and our guests. All trash belongs in trash cans, food should be eaten only in designated areas, and graffiti is unacceptable. Vandalism is grounds for disciplinary action and is against the law.

CLUBS:

Service and special interest clubs exist at the instigation of students. To establish a club on campus, students must:

1. Secure the names of at least ten (10) students who wish to participate in the club.
2. Provide the name(s) of adult faculty members who are willing to serve as a club sponsor.
3. Provide a statement of purpose.
4. Function in accordance with the federal Equal Access Law.
5. Make a presentation to the administration for approval.

Student eligibility for participation in a school club requires students to meet specific expectations. Students who are failing any class will be placed on academic probation until the next grading period (progress reports) and is suspended indefinitely from participating until the grade is raised to passing. In addition, students who have three (3) or more in-school suspensions during a semester will be dismissed immediately from all clubs, and any student with one (1) or more out of school suspensions will be dismissed immediately from all clubs for at least the remainder of the current semester. Participation beyond the semester will be decided on a case-by-case basis and will be determined by the principal.

Clubs currently functioning at Joe Shafer Middle School include:

- Academic Team
- Art Club
- Jr. BETA
- FCA

- Student Council
- Yearbook
- Chess Club

89 – 80	B
79 – 70	C
69 – 60	D
Below 60	F

It is our hope to continue to add clubs as student interest directs.
Board policy IHC.

Incomplete grades must be made up within five (5) school days after the end of the grading period. Any exception to this rule must be approved by the principal. Any work not completed by the end of grading period will be averaged as zero (0) when computing the final grade. Board policy IHA.

COMMUNICABLE DISEASES:

The school nurse must be notified of any communicable diseases. This will help us meet the needs of all students and help prevent the spread of any diseases. Any disclosure will not be made public and will be kept as confidential as possible. Board policy JGCC.

HONOR ROLL:

Honor roll at Joseph E. Shafer Middle School is broken down into two categories: All A's and All A's and B's. Honor roll is selected during the third grading period and only core class grades are used. At the time of selection, students must have qualifying grades for their Q1, Q2, and first semester grades (i.e. T1 report card grades) and their third quarter grades (i.e. Q3 report card grades).

EIGHTH GRADE PICNIC & EIGHTH GRADE FORMAL

The following requirements must be met for a student to be eligible for the picnic:

- Must be passing all core classes for the year
- Must not have more than three (3) unexcused absences for the year in any single class
- No out of school suspensions for the year
- Students receiving (3), or more In-school suspensions will need administrator approval.
- (5) Detentions

LOCKERS:

Lockers are the property of Joseph E. Shafer Middle School. Stickers or inappropriate materials may not be displayed in lockers. Lockers must be cleaned out by the last day of school. Any unclaimed items will be donated to charity.

EXTRA-CURRICULAR ACTIVITIES:

Throughout the course of the school year there will be many after-school activities including but not limited to athletic events, dances, clubs, etc. Each student needs to ensure that he/she has transportation scheduled following the activity. Students who are not picked up within thirty (30) minutes following the end of an extracurricular activity will be denied participation or attendance at future after-school activities for the remainder of the school year.

LOST BOOKS:

Students who currently owe for lost books will not receive additional books until they have paid for the missing book(s). Students who lose book(s) should report to the librarian to pay for lost book(s). The librarian will issue a replacement book.

In addition, students who have (5) detentions, three (3) or more in-school suspensions and /or one (1) or more out of school suspensions during the school year will be denied the privilege of participation or attendance at extra-curricular activities for the school year. Students who owe debts to the school may be restricted from attendance at extra-curricular events.

MEDICATIONS:

All students must have the prescription or nonprescription medication form completed before the school can administer medication(s) to the student. The prescription medication form is to be completed and signed by the physician and the parent/guardian. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the office. Never send medicine of any type to school with a child.

FUND-RAISING:

All school fund-raising must be approved by the principal. Athletic team fund-raising which will occur on campus with student participation must be pre-approved by the principal.

Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.
- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All medications must be brought to the school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the physician's order. Bottles must be unopened when first brought to the school.
- Inhalers may be kept by the student as long as an individual health plan is on file in the office as well as signed orders from the doctor.

GRADING INFORMATION:

The Board of Education has adopted the following grading scale for the 2023-2024 school year.

90 – 100	A
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- All unused medications will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, or the medication is being discontinued then the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded after dismissal on the last full day of instruction.

MESSAGES:

As a general rule, the office will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in the family. If possible, non-emergency messages will be delivered to students during lunch or after school. **All messages need to be received by 2:00 p.m. to allow us to communicate them to the students before dismissal.**

NON-DISCRIMINATION POLICY:

It is the policy of the Sumner County Board of Education and Joseph E. Shafer Middle School not to discriminate on the basis of sex, race, national origin, or handicap in its educational program or activities. Inquiries should be directed to Craig Ott at the Sumner County Board of Education at 451-5200.

OFFICE PHONE USAGE:

In order to preserve valuable instructional time, student phone calls will only be allowed at lunch and recess time. The office staff will make the call to expedite the process. One way to reduce the need for these calls is to have your child prepare his/her supplies for school the night before. Also, if alternative plans will be needed for afternoon dismissal, please discuss these with your child before leaving home.

PUBLICATIONS RIGHTS:

In a positive effort to reflect our school community, Joe Shafer Middle School reserves the right to publish student names, pictures, and work-products on the internet and through other media. Permission and release of Joseph E. Shafer Middle School from liability resulting from or connected with publication of such work and information is assumed granted unless the school receives written notification to the contrary by the legal parent or guardian.

Several companies have contracts which require that we give them the mailing addresses of our students. A written request from parent(s) or guardian(s) to the principal will delete your child's name from any such lists.

PUBLICATIONS - SOLICITATIONS:

No publications may be produced or distributed unless permission is granted by the principal. Any effort designed to solicit or collect money at Joseph E. Shafer Middle School must have prior approval of the principal. An announcement will be made over the public address system to inform teachers and students of the approval. In major emergencies, such as the

destruction of home and personal belongings by fire, collecting money may be considered for approval.

SIGNS OR POSTERS:

Any signs or posters placed in the building must have approval from the administration. Nothing should be placed on the doors.

STUDENT ILLNESS/INFORMATION:

When coming to the nurse students must have a nurse's referral from their teacher. Please do not come to the nurse between classes. This could result in a tardy for your class. If a student becomes ill, he/she must report to the nurse's clinic. Students may not leave the school for any reason without checking out through the office. Under the following circumstances, the parent/guardian will be required to pick his/her child up from school:

- Acute pain, which distracts from the student's ability to perform in class.
- Vomiting
- Diarrhea
- Temperature greater than 100.5
- Nosebleed (Uncontrolled after ten (10) minutes)
- Possible communicable disease
- Conjunctivitis (Pinkeye) suspected
- Ringworm
- Head lice/nits
- Open draining sores/wounds
- Severe allergic reactions/asthma (May have epipens/inhalers at school with doctor's order)
- Abnormal blood pressure (Systolic \wedge 150, diastolic \wedge 100)
- Other as deemed necessary by the school nurse

In addition, if your child is diabetic, the school should be provided with doctor's orders addressing the following:

- Interventions for hypo/hyper glycemia
- Special needs for exercise, diet, blood glucose monitoring
- High blood glucose readings, high ketones
- Insulin at school
- Glucagon injections for emergencies

STUDENT RECORDS:

Parents and/or guardians are provided the opportunity to inspect student educational records. Correction of items in the record which are thought to be inaccurate, misleading, or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment. A copy of the Sumner County Board of Education policy relative to this issue is available upon request.

STUDENT VEHICLES:

Students are not permitted to park cars or motorcycles on school property. Board Policy JGFF.

TEXTBOOKS:

Students are issued textbooks for their use, and the student is responsible for the book issued. Students are not to mark or damage the books in any way, and the numbers are not to be changed. In order to obtain a second book, payment must be received for the first book.

TRIPS OR CONVENTION POLICY:

All school or school-related trips must be approved by the principal. Prior to the trip or convention, the student must make satisfactory arrangements with his/her teachers concerning make-up work. It will be the responsibility of the student to check with each teacher concerning make-up work. If a student is assigned ISS or OSS at the same time as the trip, he/she will not be allowed to participate in the trip. Students on school-sponsored activities are subject to all school rules.

VISITORS:

The Sumner County Board of Education encourages parents and other citizens of the community to visit schools for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the principal or designee.

Except on special occasions, such as school programs, open house and the like, all visitors, including

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Selena Elmore
Section 504 Coordinator
695 East Main Street
Gallatin, TN 37066 (615) 451-5231

Norma Dam
ADA Coordinator
695 East Main Street
(615) 451-5423

Katie Brown & Craig Ott
Title VI and Title IX Coordinator
695 East Main Street
(615) 451-5222

parents, will report to the school office when entering the building and sign in using our visitor kiosk. A valid identification is required to sign in for official business or to sign out a student. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his designee. Guest passes providing visible guest identification shall be issued for all persons other than students and employees of the school in order to clearly identify the visitor as a guest and distinguish the visitor as a non-school employee or staff. Any visitor present during the school day must only visit with the individual he or she is designated to be visiting and shall not abuse the privilege by approaching, unsolicited, other students during the visit. However, nothing in this policy is intended to prohibit students from voluntarily approaching a visitor with whom he or she wishes to speak.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the schools during the hours of student instruction except students assigned to that school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or children on the premises, or on the premises for the purpose of committing an illegal act. Law enforcement officials may be called if the situation warrants such measures.