

# **JOSEPH E. SHAFER MIDDLE SCHOOL**

**STUDENT HANDBOOK**

**2018 - 2019**

# ATTENDANCE INFORMATION

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## ARRIVAL TO SCHOOL:

Students arriving at Joseph E. Shafer Middle School between 6:45<sup>AM</sup> and 7:35<sup>AM</sup> are to report immediately to the gymnasium. Students should enter the building through the designated side gymnasium doors only. There is no eating or drinking in the gymnasium, so any eating or drinking should be done in the cafeteria only. The cafeteria will open at 7:00<sup>AM</sup> for breakfast. No student will be allowed to leave the gymnasium or cafeteria between 6:45<sup>AM</sup> and 7:35<sup>AM</sup> to go to his/her locker. Student are to be in their first block/session class no later than 7:45<sup>AM</sup>.

## ATTENDANCE POLICY:

The Sumner County School Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, 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.

The Compulsory School Attendance Law in Tennessee requires children to attend school each day. A student who has been absent five days (this means a total of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court. Whenever possible, attendance issues should be resolved at the school level. Prior to referral to a truancy officer, a meeting shall be held at the school to assist the family and improve student attendance. If unexcused absences continue to accumulate, the Director of Schools or his/her designee will report the parent and student to the Juvenile Court for further action.

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 session/block/day to be considered excused, a written note from the parent or guardian must be provided. After the accumulation of five 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.

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.

Upon the first day of returning to school, it is the student's responsibility to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence. Board policy JB.

## 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<sup>PM</sup>. All car riders, walkers, and designated bus riders will be dismissed at this time. Students who are walking home should leave the building immediately through the front entrance. Students who are car riders should report to the front entrance of the building. For safety reasons, cars should follow the normal drive through and should not park in the parking spaces. Bus riders should report to the gymnasium for dismissal to their buses. Once students leave the building and campus at the end of the school day they should not return without approval from an administrator.

### **COUNSELOR - ADMINISTRATOR CONFERENCES:**

A student who is in conference with a counselor or administrator during class time must provide written proof of the conference to the teacher in order to be excused from that class. Parents or students who wish to meet with a counselor or an administrator should make an appointment in advance. Students who wait around in the hope of having a conference are not considered to have a legitimate reason to miss class.

### **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 four (4) tardies to school of any type during the school year.

### **REQUEST FOR MAKEUP WORK:**

The office will provide make-up work once a student has missed more than two (2) consecutive days. Make-up work must be requested through the front office no later than 9:15AM 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 9:15AM. This will give teachers adequate time to prepare the materials. Work can be picked up in the main office after 2:30PM. If make-up work is not picked up, it is the responsibility of the student to collect the work upon his or her return.

### **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 after dismissal from the gym at 7:35AM. 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

### **TARDINESS TO SCHOOL:**

Students arriving late to school must enter through the front entrance. Immediately upon entering the building please sign-in at the office. Students arriving late will not be admitted to class without a note from the office.

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 conform to the following procedure:

1. Students reporting to school after 7:45AM are tardy and must report to the main office and sign in.
2. Students late to school will not be admitted to class without 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 assigned detention.
4. Any subsequent tardiness will result in a detention or lunch isolation.
5. Students will be assigned ISS if they arrive late to school eight (8) times or more. In addition, the Sumner County Attendance Office will be notified.

Board policy JB.

### **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 two days of lunch isolation
4. Fifth offense will result in three days of lunch isolation
5. Subsequent tardiness will result in suspension (ISS or OSS).

# DISCIPLINE INFORMATION

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## 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.

## BOTTOM LINE OFFENSES:

A bottom line offense is a verbal or physical action by a student who threatens the safety of others or school property or negatively affects the efficient operation of the school. These include but are not limited to:

- Assault (verbal and physical)
- Illegal items and substances including cigarettes/lighters
- Leaving class/campus without permission
- Out of area
- Property destruction
- Sexual harassment
- Total disrespect

Bottom line offenses usually result in consequences such as detention, lunch isolation, ISS, or OSS depending on the circumstances of the offense.

## 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 from the parent and 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 written parental permission and approval by the principal or the designee. The request must be submitted to the office before 9:15<sup>AM</sup>. 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 punishment, the student will be required to pay for repairing or replacing the damaged item.

#### **DETENTION:**

Detentions will be held daily following this schedule:

6:55<sup>AM</sup> – 7:35<sup>AM</sup> (Monday – Friday)  
2:50<sup>PM</sup> – 3:30<sup>PM</sup> (Monday – Thursday)

Students must be in the designated room on time in order to be admitted. Morning and afternoon detention will be held in room 600. Not serving a detention in the three day time frame or the accumulation of more than four (4) detentions during a nine-week period will result in further disciplinary action.

#### **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. Disrespect (this would include negative comments, mumbling under the breath, etc.) will be considered a serious infraction of school policy.

#### **DRESSING AND GROOMING:**

Joseph E. Shafer Middle School expects our students to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of Joseph E. Shafer Middle School. Students dressed inappropriately will have to change into appropriate clothing and will be allowed to return to class. If a student is unable to change to approved clothing, he/she will be assigned to ISS. When, in the opinion of the administration and staff, a student is not dressed appropriately or exhibits grooming which is considered detrimental to the educational environment,

appropriate action shall be taken. The administration reserves the right to amend any provisions based on what is deemed to be in the best interest of the student(s) or the educational program.

1. Hair should not be so extreme as to disrupt the educational program.
2. Hats and other headgear are not to be worn on the school property between 6:45<sup>AM</sup> and 3:15<sup>PM</sup> while inside the school building and should be placed in the student's locker. Hair items such as plastic headbands, barrettes, and ribbons are permitted for female students.
3. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, multiple-finger rings (rings welded together resembling brass knuckles or rings that can be used as weapons), studded bracelets or collars, nose/lip-to-ear chains, wallet chains or other type chains that may be dangerous or disruptive, etc. Any body piercing(s) besides ear lobes are not allowed. Spacers are not allowed.
4. Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. Bandanas known to be or determined to be associated with gangs are not allowed on campus and will be confiscated.
5. Tattoos must not be visible. Any inappropriate writing or drawing on the body is prohibited.
6. Clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. Skirt length, slits in skirts, shorts, holes or cuts that expose the skin, etc. must not be higher than three (3) inches from the bend on the back of the knee.
7. Pants must be worn at the natural waistline and undergarments/gym shorts, etc. are not to be visible. If pants do not fit properly, a belt must be worn to keep them in place. Clothing must not drag on the floor. There should be no writing on the back of pants. Pants which are excessively tight must be worn with a top garment which covers the buttocks.
8. Tank tops, halter tops, shirts/blouses/with spaghetti straps and/or see-through garments are not allowed without an appropriate shirt which covers the waist, shoulders (at least two (2) inches), and the back without skin showing. Shirts should be loose fitting and not low-cut.
9. Sunglasses may not be worn or displayed on the body inside the building.
10. Cleated shoes are not permitted.

Board policy JCBG

#### **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:**

Personal electronic devices such as CD players, iPods, or MP3 players may be stored in backpacks, purses or personal carry-alls but must be powered off. 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 personal electronic device will 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 personal communication and/or electronic devices, without the permission of a teacher and/or principal, is strictly prohibited on school property or at school functions, 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 during the school day. Cell phones should be stored in the student's locker during the school day. 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. Students are prohibited from using cell phones in the gymnasium while waiting for their bus at the end of the school day. Students that are car riders, or walkers may use their cell phones outside the building but may not use them while still inside the building until after 3:00PM. 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 will 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 Joseph E. 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 or counselor 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 may need to use reasonable force to defend himself 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 be dealt with in a swift and severe manner. The

nature of the punishment 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, etc.) will be severely disciplined.

### **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.

### **FOOD/DRINK/GUM:**

In an effort to protect the cleanliness of Joseph E. Shafer Middle School, gum is not permissible. In addition eating food, candy, or drinking is not permissible in the classrooms or building unless specifically authorized by an administrator. Students who are caught in violation of this rule will be assigned detention.

### **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. We encourage family members of students to join us during lunch. No non-family visitors will be allowed access to our food court during lunch. Our lunch schedule is:

Eighth Grade	10:45 <sup>AM</sup> – 11:15 <sup>AM</sup>
Seventh Grade	11:30 <sup>AM</sup> – 12:00 <sup>PM</sup>
Sixth Grade	12:15 <sup>PM</sup> – 12:45 <sup>PM</sup>

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. No talking in the serving area
3. Sit at assigned tables (No more than six students to a table)
4. Do not get up from table unless given permission
5. Immediately be quiet and look to the administrator/supervisor when lights are dimmed
6. Return own tray
7. Dispose of trash in waste cans
8. No drink bottles larger than 24 ounces.
9. Do not take food, drinks, or products outside of the food court unless they are closed and properly stored.

### **HALL PASSES:**

Students must carry 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:**

Joseph E. 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 dealt with 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 7:45AM. Students will be expected to continue regular classroom assignments while serving ISS. Once a student is assigned ISS he/she must earn his/her way out of ISS by conforming to strict guidelines. Students are evaluated each session 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.

### **LEAVING THE BUILDING:**

At no time should a student be outside the building without adult supervision. A student should only be in the parking lot if he/she has been dismissed from 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, spinners, or any device that distracts from the learning environment are not allowed in the building at any time. These items will be confiscated and returned only 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) 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

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## 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 Joseph E. 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 athletic director as well as proof of insurance.

Academic eligibility is determined by nine-week and/or semester grades. Students who are failing two (2) or more core classes are not eligible. In addition students who have three (3) or more in-school suspensions during a semester will be dismissed immediately from an athletic team, and any student 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 and the next semester. Participation beyond both semesters 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. 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. Basic contingencies include the following:
  1. In drills requiring students to exit the building (fire, bomb threat, etc.), everyone should move quietly and quickly to the designated exits, move away from the building, and report to the football practice field.
  2. In severe weather (high winds, tornado, etc.) drills, everyone should report to the hallways and assume the safety position per directions given.
  3. In the event of a lock-down, everyone (student, employees, and guests) should remain in place. If you are in a hallway, enter the nearest classroom and remain there until told to do otherwise. Your safety and the safety of others may depend on your responding as directed during a lock-down.
- **Building and Grounds:** Members of Joseph E. Shafer Middle School understand that the appearance of the school building and grounds is a matter of personal and school pride. Common sense tells us that trash belongs in trash cans, that food should be eaten in designated areas, and that graffiti is unacceptable. Vandalism is grounds for disciplinary action. Help us send the right message about our school to the community and our guests.

## CHEERLEADERS:

The cheerleading squad at Joseph E. Shafer Middle School is made up of no more than fourteen (14) members who are selected on a yearly basis by a panel of independent judges determined by the coach. Board policy IDFB.

## 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 two (2) or more core classes are not eligible. 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 and the next semester. Participation beyond both semesters will be decided on a case-by-case basis and will be determined by the principal.

Clubs currently functioning at Joseph E. Shafer Middle School include:

- 4-H Green Waves
- Academic Team
- Art Club
- Band
- Chorus
- Crochet Club
- Culinary Club
- FCA
- Game Guild
- Genesis (Weight Club)
- National Junior Honor Society
- Rolling Wave
- Student Council
- Yearbook

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

#### **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.

#### **EIGHTH GRADE PICNIC:**

The annual eight-grade picnic will be held on Tuesday, May 21<sup>st</sup>, 2019. This event requires donations from students, parents, and the community in order for us to celebrate the completion of the eighth grade. This year we have established an account for the Class of 2023 so that tax-deductible contributions can be made.

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 nine (9) total absences for the year in any single class
- Must not have more than three (3) unexcused absences for the year in any single class
- Must not have more than nine (9) total tardies for the year to first session
- No out of school suspensions for the year
- Must not have more than two (2) in school suspensions for the year
- Must have been enrolled at Joseph E. Shafer Middle School for one hundred and twenty (120) days or more at the time of the picnic

#### **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 extra-curricular activity will be denied participation or attendance at future after-school activities for the remainder of the school year.

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

School dances are scheduled for the following dates:

- Snowball Dance - December 7<sup>th</sup>, 2018 (6:00PM – 8:00PM)
- Spring Fling Dance – May 10<sup>th</sup>, 2019 (6:00PM – 8:00PM)

#### **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.

School-wide fundraisers are scheduled for the following dates:

- Cookie Dough Sale August 13<sup>th</sup> – September 7<sup>th</sup>, 2018
- Candy Bar Sale February 6<sup>th</sup> – March 15<sup>th</sup>, 2019

For the Candy Bar Sale students that owe debts to the school are not allowed to participate until their debts are paid in full. Those students that have three (3) or more in-school suspensions and / or one (1) or more out of school suspensions during the current year must pre-purchase the candy bar boxes at a cost of \$60.00.

The Student Council will sponsor our annual Money War Fundraiser at the end of the school year. Those dates are April 29<sup>th</sup> – May 17<sup>th</sup>, 2018.

#### **GRADING INFORMATION:**

The Board of Education has adopted the following grading scale for the 2018 – 2019 school year.

93 – 100	A
85 – 92	B
75 – 84	C
70 – 74	D
Below 70	F

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.

### **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.

### **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.

### **MEDICATIONS:**

All students must have the prescription or non-prescription 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.

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.
- 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 – May 22<sup>nd</sup>, 2019.

### **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. If an emergency arises and the need to contact your child occurs, this needs to be done before afternoon announcements (12:30<sup>PM</sup>). The time before dismissal is a very busy time in our office, and we cannot guarantee that phone messages taken after 12:30<sup>PM</sup> will reach the student.

### **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 Naomi Aitchison 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 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, Joseph E. 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:**

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. In addition students should not go to the restroom to stay. 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
- Nose bleed (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 epi-pens/inhalers at school with doctor's order)
- Abnormal blood pressure (Systolic  $\geq$ 150, diastolic  $\geq$ 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. Students are required to use book covers on all books issued to them.

#### **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 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.

**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  
Gallatin, TN 37066  
(615) 451-5423

Katie Brown & Naomi Aitchison  
Title VI and Title IX Coordinator  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5222