**WELCOME**

Welcome to McKenzie Middle School! It is our sincere hope that you will find this year to be a memorable and exciting one. Your success in school will depend upon the development of effective study habits, regular attendance and self-discipline. The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school.

The goal of MMS is for each student to achieve his/her greatest potential. To reach this goal, a cooperative effort on the part of the students, teachers, administrators, parents, and the community must exist. We urge your cooperation in this venture and assure you that the result will be well worth the effort.

It is recognized that participation in school activities increases one’s academic success. We encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates loyalty, pride, and a sense of belonging. Plan to attend extracurricular events and show your school spirit.

If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

I encourage you to take the time to learn and live by our school motto! “I am a respectful student. I am responsible, resilient, and ready to learn. I will focus on what is important, my education and being the best that I know I’m supposed to be.”

 **Dorethea Royle, Principal**

 **George Ognibene, Assistant Principal**

**STUDENTS MAY ENTER THE BUILDING AT 7:00 A.M.**

**REQUIRED IMMUNIZATIONS**

All Students are required by law to have all immunizations completed before attending a TN public school. Inability to provide a completed TN Shot Record will result in a student being withdrawn from McKenzie Special School District. It is the responsibility of the parents or guardian to have their children immunized and to provide such proof to the principal of the school which the student is to attend. **Proof of immunizations should be turned in to school office no later than August 30, 2022.**

**TN LAW REQUIRES any child entering 7th grade to have a booster dose of Tdap (tetanus-diptheria-pertussis). In addition, a 2nd dose of Varicella is required for new students enrolling in a Tennessee school for the first time.**

**Doctors recommend the following vaccines for all pre-teens at age of 11:**

**The first meningitis vaccine, the HPV cancer vaccine (2 doses)**

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization.

**HEALTH SCREENINGS**

We are using the Pacer Program in our P.E. classes and as a result, we will screen our 6th and 8th grade students for; HEIGHT, WEIGHT, BLOOD PRESSURE, VISION, HEARING AND BODY MASS INDEX. Scoliosis screenings will be completed on 6th grade students ONLY. **Please contact the school in writing if you do not want your child to participate in these screenings.**

 **NURSE/HEALTH OFFICE**

The school nurse is available for students who need medical attention while at school. Our goal is to assist students with medical necessities to ensure students remain at school and return to their respective classrooms.

Students are urged to discuss any health problems with the nurse. Students may obtain a pass to the nurse’s office except in cases of an emergency. Please remember that absences due to a student’s presence in the nurse’s office are not excused unless that student is exhibiting symptoms of illness (fever, vomiting, etc).

All injuries must be reported to the nurse. First aid treatment will be administered and parents notified.

Students and parents are requested to inform the nurse of any health problems, which should be a matter of record. This is done the first day of school and should be updated as new problems or concerns arise.

**MEDICINE**

Medicines are to be brought to the school by parents/guardians with a signed form giving the school nurse permission to give your child medicine. **AT NO TIME** is a child allowed to keep medicine in their locker, backpack, purse, or pocket-with the exception of EpiPens and Asthma Inhalers (which the school has to be aware of and the proper forms completed by a physician and school nurse). All prescribed and OTC (over-the-counter) medications are to be kept in the school nurse’s office. A medication request form, completed and signed by the physician and parent, must be submitted to the nurse. All medications must be given to the nurse in the original container with student’s name and information on the prescribed medicine bottle from the pharmacy. OTC medicine will be given as directed on the packaging and noted on the form filled out and signed by the parent/guardian. Written permission for any OTC medications is also required and renewed annually. This form can be obtained from the nurse. Questions regarding medication procedures or health concerns should be directed to the school nurse.

All out of date medications will be returned to the parent or destroyed. Discontinued medication or medication remaining at the end of the school year must be taken home by the last day of school or it will be disposed of by the school nurse.

Medications will be administered by the school nurse.  In absence of the school nurse, clerical staff who have been trained will assist students with their medication.

**ATTENDANCE/TRUANCY**

Regular attendance is an essential ingredient for a student to achieve success in school. It has been proven that one of the most common causes of failure in school is poor or irregular attendance. Students are expected to be in school promptly and daily. It is the parents’/guardians’ responsibility to encourage their children in regular school attendance.

Personal illness, death in the family, subpoenaed court appearance, hospitalization, and emergency conditions or education/school related activities, as determined by the Principal will be excused absences and students will be allowed to make up work**. After three days of unexcused absences, the Principal or designee of the school according to state law regarding truancy will notify parents.** Truancy is defined as an absence for an entire school day or the major portion of any class or activity during the school day for which the student is scheduled. ***It is the responsibility of the student to provide evidence that all absences in excess of five days were missed as a result of a doctor’s diagnosis if the diagnosis places other students at risk.***

The only exception to the preceding will be: alternative school, dismissal from compulsory attendance by the School Board, religious holidays regularly observed by their faith, and absent from school due to the death of a family member.

 Students who have experienced circumstances that have warranted an unusual number of absences may request a hearing with the Board. Students transferring into McKenzie Middle School will be subject to the attendance policy on a proportional basis for the remainder of the school year. Students attempting to transfer to McKenzie Special School District to avoid attendance problems in another school district will not be admitted.

**The school’s Principal or designee will notify the parents/guardians after the following absences without appropriate documentation.**

**3 days unexcused - Contact from the Principal or designee.**

**5 days unexcused - Begin the progressive truancy intervention requirements as described in TN state statute 49-6-3009 listed below:**

**Tier I – 3 days unexcused absences requires parent contact to make a determination of reasons for absences and refer student to receive counseling services.**

**Tier II – 5 days unexcused absences requires parent conference and an attendance contract to be signed by the student, the parent, guardian or other person having control of the student and the principal or designee. Regularly scheduled follow-up meetings with the student, parent/guardian will occur to discuss student progress.**

**Tier III – 8 unexcused absences will require an extended school day on the following Friday (3:00-6:00) or Saturday (8:00 a.m.-11:00 a.m.) as designated by the school administrator and is designed to improve attendance.**

**\*If this progressive truancy plan is unsuccessful in changing attendance behavior, juvenile court officials will be notified.**

Students in after school activities must attend classes until 11:30 to be able to participate. These activities will include but are not limited to cheerleading, athletics, and band. The only ***exemption*** will be for those students who miss a school day to fulfill an out-of town medical examination which must be verified with a doctor’s note.

A student who is in attendance at least half of the school day shall be counted as being present for that day. A student who is in attendance less than half the school day ***shall not*** be counted present for any portion of that day.

Students who have been absent must report to the gym from 7:00 a.m.-7:50 a.m. on the day returning to school and present a note explaining the absence. The admittance slip will be designated as “excused” or “unexcused”, depending on the reason for the absence. The admittance slip will be presented to the student’s teacher each period and left with the last teacher of the day. If the student is absent for part of the day, the same procedure will be followed for the periods/time the student missed. The parent or guardian must sign out students leaving the campus before 3:00 p. m. **Students will not be checked out after 2:30 p.m. except for doctor’s appointments. Medical documentation must be presented by the student on the following day.**

Students will be required to make up work missed for absences. It is the responsibility of the student to arrange for make-up work upon returning to school. When a student is absent, the school may be contacted to get assignments before returning to school. Assignments may be picked up in the office from 3:15-3:30 on the day of contact.

**EXEMPTION INCENTIVE**

To serve as an incentive for attendance, students who have missed no more than two days during the school year will be exempted from final examinations. All students in grades 5-8 will take first semester exams. **The exemption will be lost if the student is failing a subject for the year or has been assigned out-of-school suspension or alternative school.** **Any missed time over 30 minutes will count as a whole day for test exemption** **purposes. After 5 early check-outs without medical documentation, test exemptions will be lost.** In either case, the student would take all exams. **The exemption will be lost if a student has more than 6 tardies to any class.**

**TARDY POLICY**

Astudent is considered tardy if they enter the assigned area after the tardy bell rings.Students arriving after 8:00 a. m. should report to the office for an admittance slip. Only late bus riders will be excused. CAR RIDERS ARE NOT EXCUSED IF TARDY. MMS students are often late to school at the fault of the person giving them a ride. Bus transportation is available for all MSSD students. After 3 tardies to **school/class**, the teacher will refer the student to the office for disciplinary warning. After 4 tardies to school/class, the student will receive 30 minutes after school detention. There is no excuse for tardiness to class once a student has arrived.

**CAFETERIA**

* Breakfast is free to all students this year.
* If students desire extras, it will be at a specified amount.
* If students purchase extra, students will pay the cashier at the end of the serving line. Students are urged to pay in advance to speed service.
* The students are notified by the cashier when their account is low of funds. The student is notified by the manager when they have a negative balance or either the parent is called or a text message is sent to the parent. Parents should stay informed about their student’s lunch account.
* Students who bring their lunch may purchase milk or juice without buying a regular lunch unless they go through the lunch line.
* All food and beverages must be consumed in the cafeteria unless redirected by administration or the teacher.
* Soft drinks, energy drinks, and fast food in the original wrapping are prohibited.

**All parents are requested to complete the application for assistance regardless of income.**

**CELL PHONES / PERSONAL COMMUNICATION DEVICES**

Students are allowed to carry cell phones however; **the phone must not be visible**. Personal communication devices must be turned off and kept in a backpack, purse or similar personal carry-all from the time students arrive on campus until students exit the building after 3:00 P.M. **Personal communication devices turned on, during the school day, will be confiscated.** Devices include, but are not limited to cell phones, smart watches, and IPods. Use of cameras on personal communication devices is strictly prohibited on school property or at school functions unless authorized by school staff or administration until after 3:00 P.M. **All communication with parents while students are at school, MUST go through the office.**

 **1st Offense-Warning issued. The cell phone/device will be returned at the end of the school day. 2nd Offense-30 minutes after school detention. 3rd Offense-1 hour after school detention and a parent must pick up the device. 4th Offense-Extended Friday school and a parent must pick up the device. 5th Offense-ISS and a parent must pick up the device.**

**ELECTRONIC/INTERNET USAGE AGREEMENT**

My child/I agree to abide by McKenzie Special School District’s Policy and Procedures for Electronic Information Systems, which I/we have reviewed and understand. I/we acknowledge that failure to comply with the policy and procedures may result in the revocation of internet use privileges. My child/I acknowledge and agree that the Tennessee Department of Education has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or District’s system. I/we hereby waive any right of privacy which my child/I may otherwise have to such material. I/we understand additional disciplinary actions will occur if I engage in the prohibited actions listed below.

**Prohibited Electronic/Internet activities including, but not limited to**:

* Sending or displaying offensive messages or pictures or using obscene language
* Harassing, insulting, defaming or attacking others
* Damaging computers, computer systems or computer networks
* Hacking or attempting unauthorized access; Intentional misuse of resources
* Trespassing in another’s folders, work or files
* Using another’s password or other identifier (impersonation)
* Buying or selling on the Internet or use of the network for commercial purpose

**ALTERNATIVE SCHOOL**

Carroll County has created an Alternative School to serve our county. Students in 7th and 8th grade may be placed in Alternative School. Placement of students in the Alternative School will be the result of chronic and severe behavior problems. Students will be placed in Alternative School for a minimum of three (3) days. It is the responsibility of the parent to provide transportation to and from the Alternative School located at the Carroll County Vocational Center in Huntingdon.

**2022-2023 CODE OF CONDUCT/DISCIPLINE**

The primary purpose of the McKenzie Special School District is teaching and learning. Without a safe and orderly learning environment, teachers cannot teach and students cannot learn. Students and school personnel need a secure environment, free from the dangers and distractions of violence, drug use and lack of discipline, in order to ensure that all children achieve their full potential.

Students are reminded that these rules are applicable at any time the student is on any school grounds, en route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of school officials.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

**DISCIPLINE PROCEDURES**

**INFRACTIONS- LEVEL 1**

Minor Infractions: Examples (Not an exclusive listing)

Classroom disturbances Sleeping in class

Profane or Inappropriate Language Violation of Electronic Devices Policy

Inappropriate display of affection Loitering outside of the building

Disruptive classroom behavior Visitors at school

Violation of Tardy Policy Horseplay

Violation of Dress Code

Non-defiant - failure to do assignments or carry out directions

Any other behavior detrimental/prejudicial to learning

Selling items at school without administrative approval

**DISCIPLINE- LEVEL I**

Examples (Not an exclusive listing)

Verbal reprimand Special assignment

Restricting activities Assigning work details

Counseling Withdrawal of privileges

Corporal punishment Confiscation of contraband

Consultation with parent Detention

Extended Friday Experience (3:00-6:00) Saturday School (8:00-11:00)

In-School Suspension (ISS)

**INFRACTIONS - LEVEL II**

An infraction whose frequency or seriousness tends to disrupt the learning climate of the school. Examples (Not an exclusive listing)

Violation of Tardy Policy (3rd Offense) Extreme inappropriate affection

School or class truancy Harassment/Bullying/Cyberbullying

Using forged notes/excuses Cheating/lying

Violation of dress code 2nd offense Violation of the Acceptable Usage Policy for

Abusive language towards others school computers

Failure to attend detention

Continuation of unmodified Level 1 behaviors

**DISCIPLINE - LEVEL II**

Examples (Not an exclusive listing)

Teacher/schedule change Consultation with parents

In-school suspension (ISS) Detention (After School)

Out-of-school suspension Corporal punishment

Suspension from school-sponsored activities or from riding bus

Restricting school related honors/privileges otherwise due

Extended Friday Experience (3:00-6:00) Saturday School (8:00-11:00)

In-School Suspension

**INFRACTIONS - LEVEL III**

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others.

INFRACTIONS: Examples (Not an exclusive listing)

Fighting (mutual combativeness) Threats to other

Vandalism (minor) Truancy

Stealing Gambling

Sexual harassment (Verbal) Use/ possession of tobacco

Insubordination Continuation of Levels I and II

Harassment/Bullying/Cyberbullying

**DISCIPLINE - LEVEL III**

Examples (Not an exclusive listing)

In-School Suspension Detention (After School)

Corporal punishment Out-of-school suspension

Alternative School Extended Friday Experience (3:00-6:00)

Saturday School (8:00-11:00)

Restitution from loss, damaged, or stolen property

**INFRACTIONS - LEVEL IV**

Acts which result in violence to another’s person or property or which pose a threat to the safely of others in the school.

INFRACTIONS: Examples (Not an exclusive listing)

Extortion Bomb threat

Assault/Battery\* Arson

Vandalism Harassment/ Bullying/ Cyberbullying

Sexual harassment (Physical) Threats of violence involving

Possession/use/transfer of dangerous weapons\* a weapon

Use/transfer/Possession of unauthorized substances\*\* Theft/possession/sale of

Unmodified Level I, II, III behaviors stolen property

**DISCIPLINE - LEVEL IV**

Examples (Not an exclusive listing)

Out-of-school suspension

Alternative School

\*Suspension for a period of not less than one (1) calendar year

Expulsion

Referral to the hearing authority or Board for proper placement.

**Any conduct or activity that is detrimental to the safety and education of the students, that is, any behaviors not specifically mentioned in this listing is subject to disciplinary action.**

**BULLYING, HARASSMENT**

Students shall be provided a safe learning environment. **It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student.** Harassment, bullying, cyber-bullying, and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. A substantiated charge against a student may result in corrective or disciplinary action up to and/or including suspension.

**BUS REGULATIONS**

All bus safety complaints should be made to the Carroll County Bus Shop at 731-986-3093. Parents and students will be made aware of any possible changes.

**Carroll County Schools Bus Rules for Middle and High School Students**

**2022-2023 School Year**

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fourth violation of any sort.

A. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT OR SERIOUS SEXUAL MISCONDUCT (SERIOUS AS DETERMINED BY THE PRINCIPAL AND CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.

B. POSSESSION OF TOBACCO PRODUCTS, SMOKING, POSSESSION OF MATCHES OR LIGHTERS, SEXUAL MISCONDUCT OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPALAND CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT), DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL).

1ST OFFENSE PAYMENT OF PROPERTY DAMAGES AND 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION

2ND OFFENSE PAYMENT OF PROPERTY DAMAGES AND 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION

3RD OFFENSE PAYMENT OF PROPERTY DAMAGES AND

SUSPENSION FROM BUS TRANSPORTATION FOR

THE REMAINDER OF THE SCHOOL YEAR

C. HORSEPLAY, NOT BEING SEATED IN ASSIGNED SEAT, PROFANITY, OR POSSESSION OF FOOD OR DRINK

1ST OFFENSE WARNING FROM THE DRIVER OR PRINCIPAL.

2nd OFFENSE 3 (THREE) DAYS SUSPENSION FROM BUS

TRANSPORTATION

3RD OFFENSE 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION

4TH OFFENSE SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.

LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON

BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

\*\*After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.

\*\* Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731)418-3034.

**VIDEO TAPE POLICY**

Students may be videotaped while being transported to and from school or extracurricular activities. The purpose of the taping is to monitor student behavior. Video recordings held for review of student behavior will be maintained in their original form pending resolution. The supervisor of transportation of Carroll County schools and the superintendent have the authority to view bus tapes as a necessary part of supervision. Students may also be videotaped within the school using the school security camera system. Please refer to school board policy on the MSSD website for further information regarding the video tape policy. Such actions will result in disciplinary measures.

**TOBACCO POLICY**

Students will not use or possess any tobacco products to include cigarettes, smokeless tobacco, cigars, pipes, electronic vapor products 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. Such actions will result in disciplinary actions.

**ZERO TOLERANCE POLICY**

**ILLEGAL DRUGS AND DANGEROUS WEAPONS**

In order to ensure a safe and secure learning environment any student who engages in the following behaviors will be subject to suspension for a period of not less than (1) calendar year. The superintendent will have the authority to modify this suspension requirement on a case-by-case basis.

Zero tolerance acts are: bringing/possessing a drug, drug paraphernalia, or a dangerous weapon; being under the influence of a drug; assaulting or threatening to assault an employee or student, while on a school bus, on school property, or at any school event or activity.

**DRESS CODE 2022-2023**

It is the intent of **McKenzie Middle School** to provide a learning environment in which student dress is not a distraction. In keeping with the philosophy of the parents and the community, we encourage neat, clean, and appropriate dress at school.

As such, students dress will be subject to the following guidelines:

1. **Clothing must cover completely all areas of the torso from the collarbone to the top of the kneecap. Sleeves must cover the shoulders with the armpit concealed and absolutely no undergarments visible from the collarbone to the top of the kneecap.**
2. Students will **not wear clothes with holes that show skin above the knee.**
3. Students will not wear sagging pants.
4. Students will not wear short pants that are more than 3 inches above the kneecap.
5. Students will not be allowed to wear clothing that advertises drugs, alcohol, cigarettes, controlled substances, guns, violence, sex, suicide, satanic worship, cults, skulls and crossbones, or a glorification of death.
6. **Form fitting garments must be covered completely from the collarbone to the top of the kneecap**. **This includes all compression wear, tights, leggings, jeggings, pocket-like pants , etc.**
7. Haircuts, hairstyles, or hair color that is to the point of causing a distraction **are not allowed**.
8. Caps, hoods, bandannas, chains, dark glasses, picks, and combs will not be allowed.
9. House shoes/house slippers are not allowed.
10. Visible body piercings to the point of causing a distraction are not allowed.
11. **MMS administration reserves the right to require students to change clothing that violates the intention of the dress code or is deemed a distraction to others.**

**THIS POLICY APPLIES TO ALL SCHOOL-RELATED ACTIVITIES HELD ON SCHOOL PREMISES**

**Consequences of violations of the Dress Code**:

1. **All students violating the dress code will be required to change**. In the event that they have no proper clothes to change into at school, they will call a parent or guardian for a change of clothing. If a change of clothes is not available the student will be given a change of clothes.
2. Dress code violations will be written up and recorded as a disciplinary infraction according to the code of discipline.

**GRADING SYSTEM**

The following are the numerical ranges used to determine grades.

Academic Grades

A = 100 – 93

B = 92 – 85

C = 84 – 75

D = 74 – 70

F = 69 & below

I = Incomplete

Daily grades are the discretion of the individual teacher. Nine-week exams carry the following percentages: 8th grade-25%, 7th grade-20%, 6th grade-15%, and 5th grade-10%. Semester exams count 1/10 of the semester average. The 1st and 2nd nine-week average will count 45% each and 10% for mid-term exams of the first semester average. The 3rd and 4th nine-week average will count as 37.5% each, 10 % for final exam, and 15% for TNReady State Tests (TBD) for second semester averages. In the event that TNReady State Test scores become unavailable at the time, report cards are printed, 4th nine weeks averages will count as 45%.

**HONOR ROLL**

 The following rules govern the Honor Roll:

1. For the Superintendent’s List, the student must make all A’s.
2. For the Principal’s List, the student must make nothing below a B, with a GPA of 90.

Honor Roll students will be rewarded at the end of each grading period. Students who maintain good standing in the Beta Club will be invited to the Beta Banquet at the end of the year.

**MCKENZIE MIDDLE SCHOOL LIBRARY**

Library hours are from 7:45 a. m. to 3:15 p. m. The library will be closed during all school assemblies, during the librarian’s lunch break, examinations, and when the librarian is teaching a class.

All books except reference and reserve books may be checked out for two-week periods. These books may be renewed twice. Reference and reserve books are to be used in the library during the school day.

A $.25 fine will be charged for each day a book is overdue. Anyone losing a book will be charged the replacement cost of the book. Should the book be found and returned undamaged, the money will be refunded. Nevertheless, a fine for a book’s being overdue will be assessed.

**LOCKERS**

1. Students will be assigned a locker. Lockers will not be changed without grade level teacher and office approval.
2. **Lockers are school property and CAN BE SEARCHED FOR UNAUTHORIZED CONTENT at any time by school administration.**
3. All materials in a locker are assumed to belong to the student assigned the locker.

**LOST AND FOUND**

All lost and found articles will be handled through the office. Unclaimed items will be donated to local charities at the end of each semester.

**PERSONAL PROPERTY**

The school is not responsible for **personal property** brought to school. Do not leave personal items unattended. **Ink your name on all personal property.**

Personal items taken up by school personnel for inappropriate use will be subject to:

**First offense** - two weeks held by teacher, principal, or principal designee before returning.

**Second offense** - held by teacher, principal, or principal designee until the last day of school.

**REGULATIONS REGARDING SOCIAL AND ATHLETIC FUNCTIONS**

The day to day regulations of McKenzie Middle school are extended to include any social, athletic, or other function sponsored by the school or involving the name McKenzie Middle School. All school rules and policies are in effect during school-sponsored activities.

**STUDENT COUNCIL**

Officers are elected during the first few weeks of school. Officers are president (8th grade), vice-president, secretary, parliamentarian and reporter (7th or 8th grade). To run for any office, the student must have a teacher recommendation. Candidates campaign during the week of elections by displaying posters and flyers in the school. Candidates are required to give a speech to the student body. All Student Council officers and members must maintain an overall average of 80 or above each nine weeks. Student Council sponsors the Veteran’s Day program, and other school related events when feasible.

**STUDENT USE OF THE OFFICE TELEPHONE**

**Students will not be allowed to use the office phone except for an emergency or school business** (not because a student left homework or their gym bag at home). Under no circumstances should a student use the office phone without permission. Students will not be called from class to the telephone. The secretary will take the message except in case of emergencies. Teachers may, in emergencies, allow a student to use a class phone.

**TEXTBOOKS/CHROMEBOOKS**

Any abuse to textbooks or chromebooks beyond the normal wear will be reason to assess a fine for the abuse of the item. McKenzie Middle School will hold the report cards of all students who fail to reimburse for these charges.

**VISITORS**

All adult visitors must check in with the office immediately upon arrival and **MUST** present their security pass. Students will not be allowed to have visitors during the day. Visitors without a security pass may not be allowed to enter the building to check out their student until proper identification can be verified. **This is for the safety of all our students and staff.**

**WITHDRAWAL FROM SCHOOL**

A student who withdraws from school shall notify MMS as soon as possible. It is recommended that a parent/guardian speak with the school’s counselor as soon as a withdrawal date is known. On the last day of attendance, the student will return his/her books to each teacher. RECORDS WILL NOT BE FORWARDED UNTIL ALL OBLIGATIONS HAVE BEEN MET.

**TRANSPORTATION OF STUDENTS TO OUT-OF-TOWN ACTIVITIES**

Students who ride to out-of-town activities in transportation provided for by school personnel shall ride to and from the activity according to the original plan except that:

 1. Students will be released to parents directly.

 2. Students will be released to a person, eighteen (18) years or older, provided parents have requested in writing that the student will ride with them.

**ATHLETICS**

McKenzie Middle School participates in the interscholastic sports of football, basketball, baseball, softball, cheerleaders, soccer and golf. Students must conduct themselves in a way that will represent the school with pride. Students must abide by the rules that are established for team conduct.

The athletic program strives to teach sportsmanship, teamwork, and leadership.

**ELIGIBILITY:**

1. Athletes will abide by all rules and regulations as set forth by the MMS coaches.
2. Athletes shall have passed at least three academic subjects, mathematics, language arts, science or social studies, the previous semester.
3. Athletes shall be enrolled and attend school regularly.
4. No student shall participate in athletics at MMS after the eighth (8th) grade.
5. No student shall be eligible to participate in MMS athletics if he/she becomes fifteen (15) years old on or before August 1.
6. **Athletes must be in grades 6-8 to participate.**

**GENERAL POLICIES APPLICABLE TO ALL SPORTS:** Student athletes who represent MMS are expected to adhere to policies established by the McKenzie Board of Education, school administration, athletic staff, and head coach of each sport. The following will apply to all athletes in any sport:

1. All participants will be required to pass a physical examination.
2. The coaches will set training rules.
3. Athletes who behave in such a way as to jeopardize the reputation of MMS will be suspended immediately. The Athletic Committee, consisting of MMS coaches and Principal will determine if and/or when the athlete may continue participation.
4. All students that participate in athletics must have their parents sign a statement that their family insurance plan covers their child while participating in athletics.

**BAND**

1. Band is open to 6th, 7th, and 8th grade students.
2. Students will be financially responsible for band uniforms and instruments.
3. Students will abide by the rules and regulations as set forth by the band director, school administration, and the McKenzie Board of Education.

**Any schedule change regarding Band must be approved by the Principal. Those changes will occur at the end of each semester.**

**BICYCLES**

All bicycles ridden to school must be parked in the bicycle rack on the south side of the building. Bike riders must wear helmets to meet state and city safety laws.

**CLUBS**

The following clubs are active at McKenzie Middle School. Beta Club, Student Council, Fellowship of Christian Athletes, Future Teachers, Pep Club and Art Club. Students may be suspended from club participation for the remainder of the school year if any of the following infractions occur; out-of-school suspension, academic dishonesty (cheating) or vandalism. Please check your specific club requirements.

**SCHOOL DANCES**

In the event that the school sponsors a dance**, the following rules will be enforced at all dances:**

All school rules will be in effect.

1. Dances will be from 6:00 p. m. until 8:00 p. m.
2. Only McKenzie Middle School students may attend.
3. Students may only leave before 8:00 p. m. with a parent or guardian.
4. Transportation arrangements should be made for 8:00 p. m.
5. Soft soled shoes will be worn to all dances.
6. Refreshments will be served in the lobby and **WILL NOT** be allowed in the gym area.
7. The gym dressing rooms will be off limits.
8. Students are not to open the emergency exit doors in the gym.
9. No running.
10. **No operation of cell phones or smartwatches until 8:00 p.m. and only with permission from teacher, principal, or principal designee.**

**GRIEVANCE PROCEDURE**

Any complaint alleging discrimination on the basis of sex, handicap, or race involving any program or service provided by the McKenzie Special School District shall be submitted in writing to the designated person.

All grievances involving students should be addressed to the school Principal. The person to whom the grievance is addressed shall respond within ten (10) workdays from the date received. Any decision made by the respondent may be appealed within thirty (30) days to the next higher authority within the school district. The person receiving the appeal shall respond within ten (10) days.

This procedure shall be used until the complaint reaches the McKenzie Special School District Board of Education. The Board will consider the matter at its next regular meeting or within forty-five (45) days of the complaint or appeal being filed in writing with the secretary of the Board. The Board will ensure that due process has been provided during the resolution of the complaint. The Board of Education will make the final ruling on the complaint or appeal.

**NONDISCRIMINATION POLICY**

Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 requires school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, handicap, national origin and race.

“It is the policy of McKenzie Special School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

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

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to: Superintendent of Schools, 114 W. Bell Avenue, McKenzie, TN 38201, Phone: 731-352-2246

**DISCRIMINATION DISCLAIMER**

In compliance with Title VI of the Civil Rights Act of 1974 (P.L. 88-352), the following policy is for the guidance of all students and personnel with ALL schools in Carroll County:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of sex, religion, belief, national origin, ethnic group, or disabling condition.

Inquiries concerning the above should be directed to:

Ladona Herrin, McKenzie Board of Education, 114 W. Bell Avenue, McKenzie TN 38201, Phone (731) 352-2246

**RENUNCIA DE DSCRIMINACION**

De acuerdo con el titulo VI de la ley de los derechos civiles do 1964, la politicia siguiente es para la direccion de todos los estudiantes y los emplados dentro de todas las escuelas en Carroll County.

A ninquana persona se la negaran beneficios, ni sera sujeta a discriminacion en nungun programa, ni actividad a base do su sexo, religion, creencia, origen national, groupo etnico, ni condicion de incpacidad. Preguntas con respecto a lo de ariba, deben ser dirigadas al Ladona Herrin.

**ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the McKenzie Special School District will provide to each protected student with a disability without discrimination or cost to the student of family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact Ladona Herrin at 731-352-2246.

**HOMELESS EDUCATION**

A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. This includes anyone who, due to a lack of housing, lives:

* In emergency or transitional shelters
* In motels, hotels, trailer parks, campgrounds, abandoned buildings
* Doubled up with relatives or friends
* Migratory children living in these conditions

Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the support and resources necessary for success. If you have questions related to the education of homeless children and youth, or would like additional information please contact Ladona Herrin at 731-352-2246.

**MCKENZIE SPECIAL SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

 (1)The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written

request of the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the McKenzie Special School District to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they wish to change, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the McKenzie Special

School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Ladona Herrin, McKenzie Board of Education, 114 West Bell Avenue, McKenzie, TN 38201 Phone: (731) 352-2246, E-mail: herrinl@mckenzieschools.org

**SAFETY DRILLS**

FIRE:

The fire alarm horn, the intercom, or other device about which teachers have been informed will be used.

INSIDE PROCEDURE:

1. Student nearest exit will begin a single-file march out of the building by route previously announced by teacher. (No running, pushing, shoving, or talking.)
2. Students should not carry books out of the building.
3. All windows and doors should be closed.
4. Each teacher will predetermine an alternate route.
5. Teachers will follow their class from the building, making certain that all students are evacuated.
6. Fire procedure for each classroom will be predetermined and reviewed for students by each teacher at the beginning of the year.

OUTSIDE PROCEDURE:

1. Assemble a safe distance from the exit used.
2. Maintain strict order at all times.
3. Teachers will check the roll and make sure all students are accounted for.
4. The principal will signal for students to return to the building.

Our building is equipped with modern fire alarm equipment which should never be used unless there is a fire.

TORNADO:

The following definitions need to be understood:

1. Tornado Watch – The conditions are right for a tornado and the school has received confirmation that these conditions exist in our area.
2. Tornado Warning – It has been confirmed that a tornado has been sighted in our area.
3. Tornado Drill – The procedure that we will follow in case of a tornado watch or warning. All students are expected to take the tornado drill seriously. Your cooperation in helping to be prepared will be expected. Our objective is for all to be in as safe a place as possible if a tornado were to hit our building.

When a warning is given it will be announced over the intercom, or a whistle will be blown three (3) times for students to take their positions. The following procedure will be used:

 Students are to go to the nearest main corridor.

Students should face the wall in a kneeling position with their hands over their heads, as close to the wall as possible.

 Students will return to their regular classroom activity when the “all clear” is announced over the intercom by the principal.

EARTHQUAKE:

 Students will follow the instructions for a tornado drill until the tremor is over. At that point, all students will leave the building according to the fire drill instructions.

ARMED INTRUDER:

* 1. The school will be locked down. A lockdown is defined as a situation where all students return to or remain in their classrooms. Teachers should lock the room and refuse to admit anyone except by visual identification.
	2. Attendance must be taken. Missing or injured students should be reported through the use of emergency radios in the classrooms.
	3. All entrances to the school should be kept locked at all times.
	4. Under no circumstances release anyone into the hallway.
	5. Once the school is secure, police officers or school administrators will unlock classrooms to release teachers and students.

BOMB THREAT:

* 1. An announcement will be made over the intercom for directions.
	2. The police will be notified as soon as possible.
	3. The Central Office should be notified.
	4. The Crisis Team should meet immediately.
	5. Team members responsible for identification of students and staff should make sure all students and staff are accounted for.

**DISCLAIMER**

This handbook is by no means all inclusive. We are constantly improving our school. We retain the right to alter the application of these rules between annual printings. This handbook is a guide to help teachers, students, parents, and school personnel work together.