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**WELCOME**

Welcome to McKenzie Middle School! We 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.

Our core values at MMS are represented by having Rebel PRIDE:

**P**repared

**R**espectful

**I**nvolved

**D**ependable

**E**mpathetic

These values are shown by our administration, teachers, staff and students. We believe these values allow us to have a successful school community.

It is recognized that participation in school activities increases one’s academic success. 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.

**Josh Kee, Principal**

**Beth Mathis, Assistant Principal**

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

**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 an immediate 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 – 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 II – 8 unexcused absences will result in social probation.**

1. **After School Hours – the student will not be allowed to perform in or attend any after school extra-curricular activities. This includes athletic events, band or music performances of any kind, dances, club meetings, or other school events. The student is not to be on school property during after-school hours unless enrolled in the after-school tutoring program, etc.**
2. **During School Hours – The student will not be allowed to attend any type of reward program, reward field trip, or pep rallies.**

**Tier III – 10 unexcused absences will result in filing truancy with juvenile court.**

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 regular school dismissal. **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.

**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. After 3 tardies to **school/class**, the teacher will refer the student to the office for disciplinary warning. After 5 tardies to school/class, the student will receive 30 minutes after school detention. Every tardy after the fifth one will result in a 30 minute after-school detention.

**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.**

**MY SCHOOL BUCKS**

Easily pay for school meals with MySchoolBucks. Go to myschoolbucks.com or download the app.

Create an account and add your students using their school name and birthdate.

Add funds using your credit/debit card or check. A fee of $2.49 for electronic checks and $2.75 for debit/credit cards for each transaction. (Multiple students can be one transaction)

Optional-Set up automatic payments and never forget to send in lunch money again.

**WIRELESS COMMUNICATION DEVICES (MSSD Policy 6.312)**

Students are allowed to carry cell phones. Personal communication devices must be turned off 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.** Such devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets and gaming devices. 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 non-emergency communication with parents while students are at school, MUST go through the office.**

**1st Offense**-Phone/electronic device/headphones will be taken up and may be picked up by a parent/legal guardian after school that day or the following school day during school hours. A parent/legal guardian signature will be required to pick up the device. **Warning for the 1s t offense.**

**2nd Offense**-Phone/electronic device/headphones will be taken up and may be picked up by a parent/legal guardian after school that day or the following school day during school hours. A parent/legal guardian signature will be required to pick up the device. **30-minute detention.**

**3rd Offense-**Phone/electronic device/headphones will be taken up and may be picked up by a parent/legal guardian after school that day or the following school day during school hours. A parent/legal guardian signature will be required to pick up the device. **1-hour Detention**.

**4th Offense and Beyond**-1 Day of ISS for each offense.

**The school will not be responsible for extending schools hours beyond normal business hours to allow for parent/legal guardians to pick up the electronic device.** \*\*If the parent/guardian is out of town the parent can call and approve another adult to pick up the phone. **At NO time can another student pick up a phone for a student.**

**More extreme inappropriate uses of technology carries with it different levels of discipline.** Using technology in malicious ways through video/pictures, malicious calls or social media post will carry with it stricter punishment within our levels of Discipline. Infractions that may, at the administration’s discretion, result in an OSS or alternative school placement, include, but are not limited to: taking photos or videos where privacy is a reasonable expectation (restroom/locker room); the capture of still photos, videos and audio of students/faculty without consent; taking, storing, transferring, viewing or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photos; attempting to access unauthorized entry into computers/hacking, etc.

*Videos/still pictures taken without consent will be deleted by the student in the presence of an administrator. If the student refuses, then insubordination will be added to the discipline.*

**\*\*\*If the wireless communication device is being used to violate any other school rules, then the appropriate discipline will be followed. \*\*\***

**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

**2025-2026 STUDENT 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.

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of the school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as alternative seating, consulting with parents, counseling, referral to support services, and trauma-informed support practices (not an exclusive listing). Exclusionary discipline shall only be used as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be based on evidence –based behaviors supports and interventions.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct and shall ensure that disciplinary measures are implemented in a manner that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices (not an exclusive listing): restorative practices (when applicable), multi-tiered system of supports, development of behavior intervention plans, referral to counseling, referral to support services. Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

**Misbehaviors: Level I**

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

**Examples (**not an exclusive listing)

* Classroom disturbances
* Classroom tardiness
* Cheating and lying
* Abusive language
* Failure to do assignments or carry out directions
* Wearing, while on the grounds of a public school during a regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
* Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

**Disciplinary Options** (not an exclusive listing)

* Verbal reprimand
* Special assignment
* Restricting activities
* Counseling
* Withdrawal of privileges
* Strict supervised study
* Detention (lunch or after school)
* In-school suspension

**Misbehaviors: Level II**

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

**Examples** (not an exclusive listing)

* Continuation of unmodified Level I misbehaviors
* Using forged notes or excuses
* Disruptive classroom behavior

**Disciplinary Options** (not an exclusive listing)

* Teacher/schedule change
* Peer counseling
* Referral to outside agency
* Detention (lunch or after school)
* In-school suspension
* Corporal Punishment
* Suspension from school-sponsored activities or from riding school bus
* Out-of-school suspension

**Misbehaviors: Level III**

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

**Examples** (not an exclusive listing)

* Continuation of unmodified Level I and II misbehaviors
* Fighting
* Vandalism (minor)
* Use, possession, sale distribution, and/or being under the influence of tobacco or alcohol
* Use, possession, sale of distribution of drug paraphernalia
* Use, sale, distribution, and/or being under the influence of drugs
* Stealing
* Threats to others
* Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

**Disciplinary Options:**

* Detention (lunch or after school)
* In-school suspension
* Corporal punishment
* Restitution from loss, damage, or stolen property
* Out-of-school suspension
* Alternative school

**Misbehaviors: Level IV**

This level of misbehavior includes acts which result in violence to another’s person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student’s action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

**Examples** (not an exclusive listing)

* Continuation of unmodified Level I, II, and III misbehaviors
* Death threat
* Threat of mass violence on school property or at a school-related activity
* Extortion
* Bomb threat
* Possession, use, and/or transfer of dangerous weapons
* Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
* Aggravated assault
* Vandalism
* Theft, possession, and/or sale of stolen property
* Arson
* Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)
* Use or transfer of unauthorized substances
* Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
* Electronic threat to cause bodily injury or death to another student or school employee.

**Disciplinary Options** (not an exclusive listing)

* Out-of-school suspension
* Restitution from loss, damage, or stolen property
* Referral to outside support agencies
* Other hearing authority or Board action which results in appropriate placement
* Zero-tolerance infractions result in a calendar year suspension
* Alternative school.

**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.**

**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. If a student is assigned to the alternative school, they may not return to MMS until they have completed the assigned number of days.

**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.** Bullying is defined as seeking to harm, intimidate, or coerce (someone perceived as vulnerable).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.

Carroll County Schools Bus Rules for Middle and High School Students

2025-2026 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.

1. 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.
2. Possession of tobacco products/vapes, smoking/Vaping, possession of matches or lighters, Sexual misconduct, willfully distorting Camera system, or other offense deemed an endangerment (by the principal and Carroll County Schools transportation Department), Destruction of property, throwing objects, or fighting (as determined by the principal). (SUSPENSION FROM BUS UNTIL PAYMENT FOR DAMAGE IS COLLECTED.)

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

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1. Horseplay, not being seated in assigned seat, profanity, or possession of food or drink

SUSPENSION FROM BUS UNTIL PAYMENT FOR DAMAGE IS COLLECTED.)

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.

\*\* TCA 49-6-208 prohibits parents/guardians from getting on a bus. 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.

**BUS 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 or his designee 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.

**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.

**STUDENT ALCOHOL AND DRUG TESTING**

The possession and/or use of illegal drugs and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over-the-counter medications or other chemicals or substances is likewise prohibited. Parent(s)/Guardian(s) and students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. The Board shall pay costs of any testing required pursuant to this policy.

**Reasonable Suspicion Drug Testing**

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

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

Prior to performing a drug test based on reasonable suspicion, the following conditions must be met:

1. It is reasonably believed that a particular student has violated school policy;
2. The test will yield evidence of the violation of school policy or will establish that a student was either impaired due to drugs or did not use drugs;
3. The test is in pursuit of legitimate interest of the school in maintaining order, discipline, safety, supervision, and educations of students; and
4. The test is not conducted for the sole purpose of discovery evidence to be used in criminal prosecution.

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

1. Call the student into the principal’s office or another private place;
2. Summon an appropriate witness (school nurse, CSH Supervisor, school or district administrator, or designee).
3. Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school; and
6. Notify the parent or guardian of the student of the impending test.

In the case of positive results of the analysis or a test decline by the student/parent(s)/guardian(s) from a Reasonable-Suspicion Drug Test, the Principal/designee shall suspend the student from school and refer the matter to the Disciplinary Hearing Authority for further action.

**DRESS CODE**

**2025-2026**

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 may not wear clothes with holes more than 3 inches above the knee that are not covered underneath.
3. Students will not wear sagging pants.
4. 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.
5. Haircuts, hairstyles, or hair color that is to the point of causing a distraction **are not allowed**.
6. NO pajamas, sleepwear or house slippers are allowed unless it is part of a dress up day. NO BLANKETS.
7. Caps, hoods, bandannas, chains, dark glasses, picks, and combs will not be allowed.
8. Visible body piercings to the point of causing a distraction are not allowed.
9. **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.

1st offense-Warning/notification of parents for a clothes change

2nd offense-After school detention

3rd offense-2 after school detentions

4th offense-ISS thereafter

**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 TCAP Tests (TBD) for second semester averages. In the event that TCAP 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 recognized at the end of each grading period. Students who maintain good standing in the Beta Club will be invited to the Honors Banquet at the end of the year.

**Honors Banquet**

Annually, the McKenzie Rotary Club has sponsored an Honors Banquet in the spring for students who have excelled academically. Students must have earned a cumulative 95.0 GPA for the previous 3 grading period (Q1, Q2, Q3), and they must have satisfactory attendance and conduct.

8th Grade students who have **attended** the banquet all four years will receive special recognition. Qualified students will be given personal invitations. \***Note:** Attendance at the Honors Banquet is not related to membership in the Beta Club.

**MMS “HOUSE” SYSTEM**

Welcome to McKenzie Middle School! We would like to introduce you to our House system! In our HOUSE system, students, faculty, and staff are divided into one of six Houses which compete throughout the year to earn points for their Houses for positive contributions made to our school and by participating in some friendly competitions, games, academics, and other activities.

At its core, the Houses allow us to provide mentoring opportunities between the more experienced veteran students and those still learning the ropes. A student’s House affiliation becomes one’s smaller family unit within the larger MMS family. We are communities that provide social and academic support for one another, and we recognize that all members have something positive to contribute to McKenzie Middle School.

The MMS House system has been modeled after the Ron Clark Academy House system. Our houses are **Altruismo** (House of Givers), **Isibindi** (House of Courage), **Nukumori** (House of Kindness), **Onraka** (House of Unity), **Reveur** (House of Dreamers), and **Sollevare** (House of Uplifting).

Students will remain in the same House all four years that they are a student at MMS. The sorting process is completely randomized. We feel that, “Wherever you are, you were meant to be there.”

The Houses also function as MMS’s organizing principle for leadership opportunities, House competitions, games, activities, dances, pep rallies, community service projects, and more.

Each House consists of multiple faculty members who serve as House Mentors. The House Mentors will appoint students from each grade to be student leaders of their House. This allows students to have multiple opportunities to develop leadership skills. This also provides a model which encourages more students to get involved and take on some leadership roles at their school.

As you can imagine, we take a lot of pride in our Houses and celebrate positive behavior and involvement in school social, athletic, academic, and service components.

Students may earn points for their Houses by participating in various House competitions and activities throughout the year, plus students can earn individual points for their Houses by their academic performance and exhibiting good citizenship toward others and our school.

Altruismo, Isibindi, Nukumori, Onraka, Reveur, or Sollevare — which House is your child’s home away from home?

We at McKenzie Middle School are excited to use the House system and hope that it will not only bring our students closer together, but that it will also bring our community together.

**MCKENZIE MIDDLE SCHOOL LIBRARY**

The school library is open to all students from 7:45 AM to 3:15 PM each school day. Students are also welcome to visit during their break time. The library will be closed during all school assemblies, the librarian’s lunch break and planning time, and any periods when the librarian is teaching a class.

Students may check out books for two-week periods, with the option to renew each book twice if needed. It is important to handle all library materials with care. Anyone who damages or loses a book will be responsible for paying the replacement cost. If the book is found and returned undamaged, the replacement fee will be fully refunded.

**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.
4. All backpacks must remain in the locker. No backpacks can be carried into the classrooms.

**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 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 Chrome books 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 adults and visitors must check in with the office immediately upon arrival and **MUST** present their **drivers license AND visitor card**. Students will not be allowed to have visitors during the day. Visitors without a drivers license and visitor card 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.**

**MCKENZIE SPECIAL SCHOOL DISTRICT**

**CODE OF CONDUCT**

**(Families, Volunteers, and Visitors)**

Public Chapter 810 requires local school boards to adopt a code of conduct for each school in the district.

# I. Statement of Purpose

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile.

Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

* Benefits for Students:
* Improved student achievement, including math and reading scores;
* Higher motivation to excel in school;
* Better school attendance;
* Improved behavior at home and school; and
* Better social skills and adaptation to school.
* Rewards for families:
* The opportunity to closely monitor their child’s performance and recognize and address any difficulty they might be having in school;
* Better relationships and communication with teachers; and
* Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

Advantages for the School Community:

* Immediate access to garner family support on school initiatives;
* Improved teacher morale;
* Higher ratings of teachers by parents, which can boost their reputation in the community; and
* Involved families can become powerful allies to engage community-wide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the McKenzie Special School District. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and a fter regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in ***ensuring that every student attains high academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.***

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should **start with assuming good intentions in others.** We also should all make a sincere effort to appreciate each other’s perspective as we work together to support our children. Other positive and effective interactions should include:

* Respecting each other’s time and responsibilities;
* Agreeing on a time and location to meet and/or discuss an issue;
* Listening carefully with a respectful exchange of opinions and suggestions;
* Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
* Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can’t be reached.

# II. Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

# III. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Convey a supportive attitude toward education and the district;
3. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children’s friends;
4. Review the student’s school handbook with their child and review the student’s individual rights and responsibilities with them;
5. Model, for students, appropriate behavior and adherence to policies and procedures;
6. Discuss with students expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;
7. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
8. Ensure that students bring only items appropriate and related to the instructional program at school;
9. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
10. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
11. Inform school officials of changes in the home situation that might affect student conduct or performance; and
12. Provide a place for study and ensure homework assignments are completed.

# IV. Public conduct on school property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a “visitor.” All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises.

Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

# V. Conduct Prohibited on school property

No one shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else’s child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;
4. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

# VI. Tips for families, Volunteers and Visitors

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

# Organize Your Thoughts

Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.

# Stay Calm—Maintain a Civil Tone

Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe…,” “I feel…,” rather than “You should…”

# Clarify, Rather Than Assume

If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.

# Be Flexible

Recognize that problems can be solved in more than one way. Be open to alternative solutions.

**Keep Records**

Make notes of meeting dates and times, who you talked to, and what was discussed. Save copies of letters, forms and other material related to your concern.

# VII. Consequences for Violating the Code of Conduct

Principals or their designee(s) and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child’s educational needs, nor will a parent/guardian be excluded from meetings regarding their child’s education and performance.

# A. Level I Offense

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.

**Consequences:**

First Infraction: Verbal Warning

Second Infraction: Administrator/Parent Training Session

Third Infraction: Formal mediation

# B. Level II Offense

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the district’s actualization of its right to pursue a civil or criminal legal action. Repeated Level 1 offenses may also qualify as a Level 2 offense.

**Consequence:**

Issuance of a formal “No Trespass Letter” from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the school system.

When an individual commits a Level 1 offense (second infraction), the principal will notify the Director of Schools, or a designated representative (including the school resource officer) who will facilitate appropriate training. A period of not less than 30 days will be provided to complete training. Failure to complete training requirements will result in escalation to a Level 2 offense.

At the termination of a formal ban and “No Trespass Letter” from school premises, a meeting with the principal is required and completion of an identified training session through the office of the Director of Schools will be required before privileges are restored.

# VIII. Right to Appeal

Level I offenses are not appealable.

If an individual would like to appeal a Level 2 offense, a written request with supporting evidence must be submitted to the Director of Schools within five (5) calendar days of the imposition of the consequence. Contact information for school staff can be located on the school’s official website. Upon receipt of a request to appeal, the appointed designee has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board.

All appeals should be requested and responded to in a timely manner.

# IX. Resources

The Tennessee Department of Education (TDE) website has numerous resources available to aid families and communities in supporting students and local schools. The TDE website can be found [here.](https://www.tn.gov/education/families/family-community-engagement.html)

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| --- | --- | --- | --- | --- |
|  | **All information located herein shall conform to Tennessee Law, the Tennessee Department of** | | |  |
|  | **Education, the Tennessee Board of Education and local school board policies.** |  |

**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, girls volleyball 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.

**SPECTATOR CODE OF CONDUCT**

Instances of disruptive behavior by spectators at school-sponsored events lessens the educational value of the activity and results in a loss of esteem for the participants and those in attendance. Therefore, McKenzie Special School District expects spectators to conduct themselves with the highest level of decorum.

Designated personnel shall remove those engaging in unruly behavior, which consists of, but is not limited to:

1. Using foul or obscene gestures or language directed to those participating in the event or spectating;

2. Disrupting the event in any manner;

3. Using alcohol or tobacco while attending the event; or

4. Exhibiting unsportsmanlike conduct that is not reflective of appropriate behavior toward another individual.

Spectators who engage in unruly behavior and are ejected by the contest’s assigned game official(s) will be subject to the following disciplinary actions for each specific school year:

1. **First offense:** The spectator shall be banned from attending all MSSD school-sponsored athletic events for a minimum period of 1 week (7 calendar days) and be required to reimburse the school prior to returning to any school athletic event for any fines\* the school is responsible for paying as a result of the spectator’s behavior.

2. **Second offense:** The spectator shall be banned from attending all MSSD school-sponsored athletic events for a minimum period of 1 month (30 calendar days) and be required to reimburse the school prior to returning to any school athletic event for any fines\* the school is responsible for paying as a result of the spectator’s behavior.

3. **Third offense:** The spectator shall be banned from attending all MSSD school-sponsored athletic events for a minimum period of 1 year and be required to reimburse the school prior to returning to any school athletic event for any fines\* the school is responsible for paying as a result of the spectator’s behavior.

If a school’s game administrator or other school/district staff member ejects a spectator prior to the contest’s assigned official(s) requesting an ejection, and a fine is not imposed on the school, the spectator will still be banned for the designated time period as noted previously for each offense. All spectator suspensions begin the day following the ejection.

After each offense, the spectator will be asked to meet with the School Principal to discuss his/her behavior and review expectations. The Director of Schools shall be notified if a spectator is ejected from a school-sponsored event.

*\*The Tennessee Secondary Schools Athletic Association (TSSAA) fines membership schools $250.00 for any spectator who comes onto the field/floor during an incident or is ejected due to unsportsmanlike conduct at an athletic contest.*

**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 only 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, Fellowship of Christian Athletes, Future Teachers, Stem 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.

**No operation of cell phones or smartwatches until 8:00 p.m. and only with permission from teacher, principal, or principal designee.**

**REQUIRED IMMUNIZATIONS**

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. **Parent permission forms must be filled out online for 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 the absence of the school nurse, clerical staff who have been trained will assist students with their medication.*

**Send Home/Stay Home Guidelines**

The school nurse and administration will use the following guidelines to determine whether your child should be sent home from school. The “return to school” times are based on the usual period of time that a person is considered to be contagious — not on the period of time that may be necessary for full clinical recovery from the signs or symptoms of an illness which may vary a great deal from person to person. While students must be protected from contagious conditions, no student should be excluded from school longer than is necessary.

A normal body temperature is 98.6 F. Fever is not specifically defined and advanced care providers have varying parameters. While **afebrile** is defined as the absence of fever, **fever free** is considered a normal body temperature for 24 hours without medication.

*Note: This is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by trained medical personnel.*

**Bed Bugs (*Cimex lectularius)***

A bed bug is a small flat parasitic insect. They consume the blood of people and animals while they sleep. Bed bugs are reddish-brown in color, wingless, range from 1mm to 7mm (roughly the size of Lincoln’s head on a penny), and can live several months without a blood meal. Bed bug infestations usually occur around or near the areas where people sleep. These areas include apartments, shelters, rooming houses, hotels, cruise ships, buses, trains, and dorm rooms. They hide during the day in places such as seams of mattresses, box springs, bed frames, headboards, dresser tables, inside cracks or crevices, behind wallpaper, or any other clutter or objects around a bed. Bed bugs are not known to spread disease. Bed bugs can be an annoyance because their presence may cause itching and loss of sleep. Sometimes the itching can lead to excessive scratching that can sometimes increase the chance of a secondary skin infection. No student shall be denied an education solely by reason of bed bug infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal or school nurse to notify the parent/guardian in the event a child has suspected/identified *Cimex lectularius* (bed bugs). A phone call shall be made by the designated school personnel to the parent/guardian informing them of such findings. The student’s belongings shall be isolated in a tight-sealed container or plastic bag in the nurse’s office to reduce the chance of bed bugs spreading while the issue is being resolved. A specimen shall be collected and contained in a sealed container or by a piece of clear tape for expert identification.

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has suspected or identified *Cimex lectularius*.

It is the responsibility of the parent/guardian to see that appropriate steps are taken in the home to manage an infestation should one be present.

Prior to readmission, the parent shall complete and sign the “Parent Bed Bug Inspection Report” and the student’s belongings shall be re-inspected and deemed satisfactory by designated school personnel.

A student shall be expected to have met the above requirements for any treatment deemed necessary and return no later than two (2) days after parent notification. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

**Chickenpox (VARICELLA)**

Chickenpox is a highly infectious viral illness that begins with small red bumps that turn into fluid-filled blisters. The blisters generally last for 3-4 days and then begin to dry up and form scabs. These lesions (bumps/blisters) almost always appear first on the trunk rather than the extremities. This disease is seen in school on a rare occasion. The following guidelines should apply: Once the diagnosis has been made, determine the day that the lesions (bumps/blisters) first appeared. **The student may return to school when all lesions are crusted over and dry with no new lesions, usually 5-7 days and fever free for 24 hours.**

**COVID-19**

See most current TN Department of Health guidelines.

**Diarrhea**

Two (2) or more watery/loose stools within the past 24 hours should stay home. If your child has two (2) or more episodes at school, they will be sent home. Your child should be free from diarrheal episodes for a **full 24 hours** before returning to school.

**Fever**

A reading of **100.0 F** or more with the School Nurse’s thermometer will be considered a fever. The child must go home and can return when they are fever free for **24 hours** **without fever-reducing medication** (Tylenol or Ibuprofen). A normal body temperature is 98.6 F. While **afebrile** is defined as the absence of fever, **fever free** is considered a normal body temperature for 24 hours without medication. If your child has a fever, do not give fever-reducing medication then send them to school.

**Fifth’s Disease (ERYTHEMA INFECTIOSUM)**

This is a common viral rash characterized by a “slapped face” (red) appearance of the cheeks followed by a pink, flat, lacy-appearing rash on the trunk and extremities. Students with Fifth’s disease may attend school **IF** they are **fever free for 24 hours**, since by the time the rash begins they are no longer considered contagious. ***Pregnant teachers should consult their OB if a student in their class has Fifth’s Disease.***

**Hand Foot and Mouth Disease (HFMD)**

A very contagious virus caused by coxackievirus and/or enterovirus. Common in children 5 years and under but anyone can contract it. Symptoms include sores/blisters on the palms of the hands, soles of the feet, and in/around the mouth. A fever and flu-like symptoms may appear 3-5 days after coming into contact with the virus. If mouth sores are present, you may notice more drooling than normal, sore throat, and/or poor appetite. Children may return to school when they are **fever free for a full 24 hours** and feel well enough to return to school. Exclusion from child care or school will not reduce the spread of hand, foot, and mouth disease because children can spread the virus even if they have no symptoms and the virus may be present in the stool for weeks after the symptoms are gone.

**Head Lice (PEDICULOSIS)**

An infestation of the scalp by small "bugs" called lice. These bugs are 2-3 mm long, a dirty white to gray in color, with a small head and oval abdomen. Their six legs are long tipped with sharp spine like claws. They firmly attach egg sacs called "nits" to the hairs and these nits are difficult to remove. Head lice have nothing to do with cleanliness of a house. Head lice are easily acquired in the community and are usually not identifiable for weeks to months after exposure. They are spread by hair-to-hair contact, although sharing hats, combs, and other hair accessories may also spread head lice. Head lice crawl but they **cannot** jump or fly. Head lice are not a risk to pets.

It is important to treat your child before he/she returns to school. As the policy states:

*“Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to:*

*(1) proof of treatment with a pediculicide product (head lice shampoo), and*

*(2) satisfactory examination by a school health ofﬁcial.*

*Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health ofﬁcial.*

***A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice****. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.”*

Remember to check everyone in the household and treat anyone who has live head lice and/or nits. Head checks maybe required up to 3 weeks to avoid re-infestation.

**Treatment needed before return to school**:

\_\_ No treatment necessary

\_\_ Treat immediately with head lice shampoo available through your doctor or pharmacy. Clean **ALL** household items.

\_\_ A second treatment within 7-10 days as indicated.

\_\_ Remove all nits (eggs).

\_\_ A written release from your DR is required.

**\*\* In order for your child to return to school, he/she must bring with them the box top from a special anti-lice shampoo. The student will also be screened when brought back to school to ensure there is no evidence of head lice.**

**Impetigo**

A highly contagious superficial skin infection caused by a Streptococcus bacteria. It is characterized by spreading pustular lesions, often around the nostrils and lips. It often appears as a yellow crusty scab with honey-colored drainage. It is quite important to seek medical attention should your student present with these symptoms to avoid complications involving the heart and kidneys. Your student may return to school 24 hours **after** treatment has started. Lesions that are oozing and/or on exposed skin must be covered to prevent further spreading.

**Influenza (FLU)**

A common viral respiratory infection and is very contagious. Influenza is **not** “stomach flu”, a term used by some to describe illnesses causing vomiting or diarrhea. Keep your child home from school until **24 hours after fever is gone** (without the use of a fever reducing medicine) and your child is healthy enough for routine activities.

**Molluscum Contagoisum**

An infection caused by a poxvirus.  The result of the infection is usually a benign, mild skin disease characterized by lesions (growths) that may appear anywhere on the body. Within 6-12 months, Molluscum contagiosum typically resolves without scarring but may take as long as 4 years. The lesions, known as Mollusca, are small, raised, and usually white, pink, or flesh-colored with a dimple or pit in the center. They often have a pearly appearance. They’re usually smooth and firm. In most people, the lesions range from about the size of a pinhead to as large as a pencil eraser (2 to 5 millimeters in diameter). They may become itchy, sore, red, and/or swollen. Mollusca may occur anywhere on the body including the face, neck, arms, legs, abdomen, and/or genitalia, alone or in groups. The lesions are rarely found on the palms of the hands or the soles of the feet. **There is no reason to keep a child with molluscum infection home from day care or school**. If you notice lesions on a child’s skin, it is reasonable to inform the child’s parents and to request a doctor’s note. Only a healthcare professional can diagnose molluscum contagiosum because there are many other causes of growths on the skin, both infectious and non-infectious. **Lesions not covered by clothing should be covered with a watertight bandage**. Change the bandage daily or when obviously soiled. Covering the lesions will protect other children and adults from getting molluscum and will also keep the child from touching and scratching the lesions, which could spread the infection to other parts of his/her body or cause secondary (bacterial) infections.

**Mono (MONONUCLEOSIS-INFECTIOUS)**

This is an infectious disease characterized by fever, sore throat, swollen glands in the neck area, and generalized weakness. Intimate contact, such as kissing or sharing drinking glasses or straws, is usually required for transmission. **The student need not be excluded from class, unless requested for medical reasons, but may return when feeling well enough and fever free for 24 hours**. Students should not share food or utensils. **If student plays contact sports, MD will need to advise when they can return to play.**

**Norovirus**

This is a very contagious virus that causes vomiting and/or diarrhea. You can get norovirus from direct contact with a person whom is sick with the virus, consuming contaminated food/water, and by touching contaminated surfaces then putting your unwashed hands in your mouth/nose/eyes. A person usually develops symptoms 12 to 48 hours after being exposed to norovirus. Most people with norovirus illness get better within 1 to 3 days. They may return to school when they are free from vomiting/diarrhea episodes **for a full 24 hours**.

*You may hear norovirus illness be called “food poisoning,” “stomach flu,” or “stomach bug.” Noroviruses are the leading cause of foodborne illness, but other germs and chemicals can also cause foodborne illness. Norovirus illness is not related to the flu, which is caused by influenza virus.*

**Red or Runny Eyes**

“Pink Eye” (bacterial conjunctivitis) is a contagious infection of the lining of the eyeball and eyelids. Symptoms may include: redness of the whites of the eyes, swelling of the eyelids, excessive tearing, itching, sensitivity to light, and green-yellowish cloudy discharge, and/or eyes may be “matted/glued together” upon waking. Your child may return to school with written documentation from a medical provider with return to school information **AND/OR** after **24 hours after treatment** **OR** deemed non-infectious eye irritations (allergies, etc) by medical provider.

**Ringworm (tinea corporis or dermatophytosis)**

Ringworm is a fungus caused by dermatophytes, not a worm. Symptoms are small, red, itchy, raised, scaly spots in a circular pattern (much like a ring). When the lesions (red, circular places) are found, it is reasonable to send a note home with the student indicating a need for a consultation with their advanced healthcare provider. Ringworm may be treated with over-the-counter antifungals. Consult medical provider and/or pharmacist. **Your child may return once ringworm treatment has begun and it must be covered**.

Tinea capitis, ringworm of the scalp, is characterized by inflammation, redness, and hair loss and does not respond to over-the-counter medicines; therefore, the student should see his/her advanced healthcare provider. Students should be discouraged from sharing combs, brushes, and hats because these are possible sources for infection.

Medical treatment is also indicated for ringworm of the nails (tinea unguium or onychomycosis).

*Treatment usually lasts several weeks, but prolonged absence from class is unnecessary. When ringworm is discovered, there is no need for the parent/guardian to make a special trip to school to get the student.*

**Scabies (*Sarcoptes scabiei var. hominis*)**

Scabies is a highly communicable and caused by an arachnid,*Sarcoptes scabiei var. hominis*, also known as the “itch mite.” Any student with evidence of severe itching especially around webs of fingers, wrists, elbows, under arms and belt line should be referred to his/her advanced healthcare provider. Scabies requires treatment by prescription drugs. **If diagnosed with scabies, upon return to school, your child must bring a note from the doctor as proof of treatment**.

**Scarlett Fever**

Scarlet fever is a streptococcal infection with a rash (scarlatina-form rash). It is most commonly associated with strep throat. In addition to the signs and symptoms of strep throat, the person with scarlet fever has an inflamed, sandpaper-like rash and sometimes a very red or “strawberry” tongue. The rash is due to a toxin produced by the infecting strain of bacteria. The student should see their advanced healthcare provider for treatment. The student may return to school **24 hours after treatment has been started and free of fever for 24 hours.**

**Staph Infection/MRSA**

A common bacterial infection. Usually manifest as a pink/red, firm, and very sore area. May or may not appear to have a “head” on it. Your medical provider should see your child if you suspect a staph infection. Often antibiotics are needed for treatment. Students may return to school when treatment has been initiated and lesions **must be covered**.

**“Strep Throat” (STREPTOCOCCAL PHARYNGITIS)**

Strep throat is a communicable illness characterized by sore throat, fever, and tender-swollen lymph glands in the neck, headache, stomach ache, nausea/vomiting, and/or skin rash on trunk. Your student may have all or a few of these symptoms. The student should see an advanced healthcare provider for treatment to avoid the risk of complications involving the heart and kidneys. Your student may return to school **24 hours after treatment** has started with an antibiotic and is fever free for 24 hours **OR** has a negative throat culture.

**Vomiting**

One (1) or more episodes of vomiting, child should remain at home. If vomiting occurs at school, they will be sent home. They may return to school when they are free from vomiting episodes **for a full 24 hours.**

**This information covers some, not all, conditions that may require your student to be sent home/stay home. Please call your school nurse with any questions or concerns. Our ultimate goal, as your child’s school nurse, is to provide a safe and healthy learning environment so they may reach their full educational potential.**

**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.**