

**ER** EAST RIDGE  
MIDDLE  
SCHOOL

**STUDENT HANDBOOK**

MISSION STATEMENT: The mission of East Ridge Middle School is to provide a challenging educational experience that will prepare all students for a successful high school experience and to ultimately become productive members of society.

STUDENTS ARE REQUIRED TO HAVE THIS PLANNER IN THEIR POSSESSION EVERY DAY FOR EVERY ACADEMIC CLASS.

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. We expect our students to be responsible, respectful, and prepared to work hard. Time management is a critical skill for success as a student and eventually as a professional in the workplace. Organize yourself to stay on course, take advantage of all the school and community has to offer, and enjoy the experience. This will be a great year at The Ridge!

## GENERAL SCHOOL INFORMATION

### Telephone Directory

Main Office .....	423-581-3041
Bookkeeper.....	423-581-3041 ext. 2112
Cafeteria .....	423-585-3744
Guidance Office.....	423-581-3041 ext. 2120
Library.....	423-581-3041 ext. 2109
Hamblen County Central Office .....	423-586-7700
Hamblen County Bus Garage .....	423-586-2103

### Bell Schedule

Homeroom.....	7:55 – 8:00
Period 1.....	8:04 – 9:04
Period 2.....	9:08 – 10:08
Period 3.....	10:12 – 11:12
Period 4.....	11:16 – 12:46
Period 5.....	12:50 – 1:50
Period 6.....	1:55 – 2:55

### GRADE LEVEL TEAM LEADERS

8 <sup>th</sup> Grade .....	Laura Fleenor
7 <sup>th</sup> Grade .....	Tiffany Fickle
6 <sup>th</sup> Grade .....	Dawn Wilson
Special Education .....	Christy Trent
Related Arts .....	Lucas Elkins

## ATTENDANCE

Establishing good attendance habits is a trait we are sure you want to instill in your child. The rules and procedures discussed below are established by the Hamblen County Board of Education and by the staff of our school to provide safe procedures for being in school on a regular basis. Any student may face disciplinary action for any unexcused absence and shall be petitioned to court after the fifth unexcused absence. Students may also be referred to the HCARC at the principal's discretion.

### TARDIES AND EARLY DISMISSALS

School hours are 7:50 a.m.-3:00 p.m. The school day begins when one arrives until one leaves the school campus.

The following is a list of excused tardies and early dismissals:

1. Late bus
2. Illness with a doctor's note
3. Death in the family
4. Religious holiday
5. Medical/Dental appointment
6. Court appointment
7. Principal approval

### TARDIES

Students who are tardy to homeroom (that is, students who are NOT in their homeroom by the time the bell rings at 7:55 a.m.) will receive two warnings before penalties are assessed. Additional tardies for homeroom and all other periods of the day will be assessed as follows:

Tardy 1 – One-hour detention

Tardy 2 – Two-hour detention

Tardy 3 – Three-hour detention (parent contact)

Tardy 4 – One-day placement in ALP (parent contact)

Tardy 5 – Two days placement in ALP (parent contact)

Tardy 6 – Further ALP placements, office referrals, and/or petition to juvenile court.

### EARLY DISMISSALS

The State Department of Education requires that a student be present 3 hours and 31 minutes of a school day to be counted as "present" for the day. **Students are allowed TWO (2) early dismissals for reasons other than emergencies and medical/dental appointments.** Consequences for exceeding 2 early dismissals will result in application of the tardy policy listed above. If it is necessary for a student to leave early, a parent/guardian must come to the school's office and show photo identification to sign the student out of school. If the student is to leave with anyone other than the parent/guardian, he/she must have a signed note from the parent/guardian. Under NO circumstances may a student sign himself/herself out of school.

### ABSENTEE POLICY

The Hamblen County Board of Education and East Ridge Middle School recognize that there will be times when a student will be absent. Formulating an attendance policy that will meet everyone's need is just not possible. We also recognize that a student should be in school on a consistent basis for maximum learning to take place. The following guidelines have been adopted in order to limit the number of days a student can be absent. Absences will be classified either as "excused" or "unexcused" as determined by the principal or his designee in charge of attendance. When a student is absent, the parent should contact the school. Upon return to school, it is the responsibility of the student to present a note signed by the parent/guardian in order to receive an excused absence for day(s) out of school based on the following criteria:

### **Excused absences:**

1. Personal illness (parent/guardian note will be accepted for **five (5) days** each semester; after five (5) days, a physician's statement will be required to receive an excused absence for illness.
2. Death in the immediate family (not to exceed 3 days)
3. Illness of parent/guardian requiring student to be absent to care for parent/guardian (written note from parent/guardian required in addition to physician note that parent requires temporary help)
4. Recognized religious holidays
5. Court summons (actual time in court only)
6. Doctor/Dentist appointment (medical proof required)
7. Church related trip (parent/guardian note required)
9. Absence approved by principal

We strongly discourage taking family vacations during the school year.

A student is excused for the day(s) absent, but not from the responsibility of doing the work assigned or completed during this time. It is the responsibility of the student, not the teacher, for make up work in all subject matter covered during an absence. Following are listed the absences which are unexcused. Unexcused absences are those that are considered inappropriate absences under the attendance laws and policies.

1. Truancy
2. Cutting class/school
3. Missed the bus
4. Trouble with vehicle
5. No note from parent/doctor/dentist

(Numbers 3 and 4 above are unexcused because bus transportation is provided. Also, this is not an inclusive list. The teacher and/or administration will make determination of excused/unexcused.)

### **HOMEWORK WHEN ABSENT FROM SCHOOL**

Homework assigned prior to an absence is due on the first day of return from the absence. After returning from an excused absence, the student has the number of days missed to make up an assignment. For example, a student misses Monday and Tuesday and returns on Wednesday; he/she must turn in missed assignments at the beginning of class on Friday. It is the student's responsibility to retrieve missed assignments and to get them turned in to the teacher. Failure to turn in assignments within these guidelines will result in zeros being recorded for the missing assignments. These assignments cannot be waived in figuring a student's final grade. Students and parents are encouraged to communicate with the teachers and principals when problems arise with homework assignments or attendance. If a student is absent 2 or more days, homework needs to be requested in the morning from the homeroom teacher. School functions or events are not to count as an absence, but the student is still responsible to do the missed work.

For safety purposes, please call the school before 8:00 a.m. if your child is absent. The phone call should include the child's name, homeroom teacher name, and the reason for

the absence. Remember, we must also have a note from the parent/guardian when the child returns to school to follow the guidelines for this board policy regarding excused/unexcused absences.

All make up work connected with an unexcused absence will be given upon request but will be graded as late work and will not receive full credit. A student on suspension must have his/her work ready to turn in when he/she returns to class.

Middle school students may not receive credit for a class if they miss more than ten (10) days per semester within a school year regardless of the grade received. However, a class absence can be waived for grading purposes if missed assignments are turned in within the listed guidelines.

## **DISCIPLINE**

The discipline plan that follows is designed to allow you to make choices on your behavior and to know what consequences that choice will present to you. It is based on the premise that everyone is responsible for his/her own action. You will be held responsible for the things you do or fail to do, not what someone else does or does not do. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions. There are some discipline problems that do not constitute an immediate consequence other than a warning. However, the administration does reserve the right to administer another level of consequence if consistent violations occur.

The most important place in this school is the classroom. Everything else revolves around this area and therefore good discipline becomes more of a factor here than anywhere else. Following is a list of our basic expectations for each student:

1. Be prepared with paper, pencil, textbook and materials, and your planner every day.
2. Be responsible to complete all assignments and to keep hands, feet, objects, and inappropriate comments to yourself.
3. Be respectful of all adults and procedures in this building, the building and grounds, and all rules set forth by your teachers and the school board policies.
4. Be willing to learn and allow teachers to teach you and allow other students to learn.
- 5.

### **CONSEQUENCES – CLASSROOM**

1. Warning
2. Change to a designated seat
3. Classroom steps
4. Detentions and parent contact (5<sup>th</sup> classroom notification in the same grading period will result in an office referral and a level on the discipline plan.)
5. Office referral
6. Severe clause - office referral

**INFRACTIONS IN ANY AREA OF THE SCHOOL THAT MAY LEAD TO CONSEQUENCES:**

1. Student improperly dressed
2. Improper physical contact
3. Distribution/selling of unauthorized items
4. Purchase drinks/food at improper times
5. Failure to sign in/out
6. Littering
7. Disrespect
8. Horseplay
9. Inappropriate comments/gestures
10. Improper use of electronic device

**SEQUENCE OF OFFICE REFERRALS**

- 1<sup>st</sup> REFERRAL: ALP one-day, parent notification  
 2<sup>nd</sup> REFERRAL: ALP one day, guidance referral, and parent notification  
 3<sup>rd</sup> REFERRAL: ALP at least one day and parent notification. Behavior contract optional  
 4<sup>th</sup> REFERRAL: ALP multiple days, guidance referral, and parent notification  
 5<sup>th</sup> REFERRAL: OSS one day, guidance referral, parent conference. Behavior contract optional  
 6<sup>th</sup> REFERRAL: OSS 3 days, behavior contract optional. Mandatory orientation at the alternative school for the student and the parent.  
 7<sup>th</sup> REFERRAL: Alternative school placement or expulsion. Minimum stay at Miller-Boyd is 45 days.

**There are some disciplinary problems that demand and require an immediate consequence. Therefore, punishment for the following will usually be an office referral.**

1. Cutting classes or school
2. Violation of school/classroom rules
3. Severe classroom disruption
4. Overt refusal to obey teacher/school personnel
5. Physical abuse of another student
6. Stealing
7. Threatening students/teachers/personnel
8. Destruction of school property
9. Changing/altering grades or grade cards
10. Forging a teacher or nurse pass
11. Use/discharge/possession of fireworks
12. Disrespect/insubordination to an adult
13. Repeated violation of school rules
14. Throwing/spitting objects
15. Fighting
16. Violation of safety plan
17. Violation of Acceptable Use Policy
18. Scuffling/Horseplay

**There are some disciplinary problems that will demand immediate suspension and possible notification of the Police.**

1. Possession of a gun
2. Possession/use or being under the influence of alcohol or drug
3. Commission of a crime

4. Using an instrument/chemical with intent to do harm
5. Violent confrontation with adult/student
6. Representing a material as a drug
7. Verbal/physical threat
8. Illicit use of an electronic device

**BUS CONDUCT**

In view of the fact that bus service is an extension of the classroom, the Board expects students to conduct themselves with the established standards for classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions are to be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problems and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is causing disruption on the bus or is disobeying state/local rules and regulations pertaining to pupil transportation.

- 1<sup>st</sup> Offense – suspension from bus for 5 school days  
 2<sup>nd</sup> Offense - suspension from bus for 30 school days  
 3<sup>rd</sup> Offense – suspension from bus for one calendar year.

Parents/guardians and the bus garage will be notified of any action taken by the principal when a bus discipline problem arises.

If a student desires to get off the bus at any location between the school and the pickup point, the student must present a note signed by the parent/guardian to the school in the morning when he/she arrives at school. The principal or his designee will sign a form for the student to present to the bus driver in the afternoon. Parents are not permitted on buses except on field trips while acting as chaperones. Violations of this rule will result in the suspension of bus privileges for their children for a minimum of thirty (30) school days. A second occurrence will result in expulsion from the bus for one year.

**CHEATING POLICY**

If a student is found guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to action taken. The parent should be notified that a second offense would result in an office referral.

**PROFANITY POLICY**

The use of profane or vulgar language is prohibited on the grounds of Hamblen County Schools. This includes, but is not limited to gestures, notes, magazines, clothing, tattoos, or any other materials in the student's possession. Any offense of this policy will result in a referral to the principal, notification of the parent, and the appropriate consequence according to School Board policy for the student's level on the Assertive Discipline Plan.

## **ELECTRONIC DEVICE/CELL PHONE POLICY**

Personal communication devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the ability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; earbuds; airbuds; and mp3 players. Whether on school buses or on school property, students are not permitted to use recording devices (photograph, video, audio) without administrative approval. Students may use personal communication devices during school bus transportation to and from school provided that the device is in silent mode or if earbuds are used. With the exception of alternative school, students in grades 6-8 may possess personal communication devices on school property; however, the device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours which are defined as the time a student enters the campus until he/she leaves the campus. Students are not permitted to use communication devices in class unless the teacher has received permission from the administration. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student or parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

**First Offense:** A warning is issued and the student may pick up the device at the end of the school day.

**Second Offense:** One-day ALP (device released to student at the end of the school day. Parent is notified)

**Third Offense:** Three-days ALP and alternative school orientation (Parent is notified. The device released to parent/guardian only.)

**Fourth Offense:** Placement in alternative school for 45 days. (Parent is notified. The device may be retrieved only by the parent/legal guardian at the homebase school.)

Any offense resulting in placement in ALP, OSS, or alternative school will result in a level on the assertive discipline plan. For grades 6-8, school hours are 7:50, or upon a student's morning entry to the building, until a student leaves the supervision of school personnel in the afternoon.

## **HARASSMENT, SEXUAL HARASSMENT, AND DISCRIMINATION POLICY**

The policy of Hamblen County Schools requires a learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based on age, religion, disability, race, or national origin. It will be a violation of this policy for any student or employee of the school system to sexually harass or discriminate against a student or an employee through conduct or communication in any form. This policy will be enforced in accordance with 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. A copy of this policy will be sent home at the beginning of each year.

## **BULLYING POLICY**

Any bullying behavior by individuals or organizations of any kind directed toward another that, if carried out, would pose a potential danger to the safety of students, staff, faculty, or administration will be regarded as a serious matter and will be treated accordingly. Bullying happens when someone with more power or more perceived power unfairly hurts someone with less power systematically and/or habitually. Types of bullying behavior include, but are not limited to taunting, spreading rumors, passing nasty notes, extortion, exclusion, violence, physical or verbal attacks, gender or ethnic put-downs, and intimidation. Students found guilty of such behaviors will be punished in accordance with the school discipline plan.

**First Offense:** Behavior contract  
Guidance referral  
Office referral  
Parent contact

**Second Offense:** Office referral  
Student/Principal/Counselor Meeting  
Parent contact

**Third Offense:** Office Referral  
ALP/OSS/Alternative School/Expulsion  
Parent Meeting

## **ASSAULT AND BATTERY POLICY**

Any battery by a student on a paid employee, contracted personnel, volunteer, or school resource officer of the HCBOE will result in expulsion for one year. According to T.C.A. 49-6-4301, any teacher observing or having knowledge of an assault and battery or vandalism which endangers life, health, or safety and which is committed by a student on school property is to report the action immediately to the principal of the school. The principal who has knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or who receives a report of such action is to report such action immediately to the local police department or the sheriff's department. The report made to the law enforcement agency will include, if known, the name and address of the offender and the name and address of the victim, if any. The report will also contain a description of the action and whatever additional information is requested by the law enforcement agency.

The Board, in exceptional cases and on a case-by-case basis, may consider the initiation of a petition to juvenile court when the board deems such a petition necessary to protect the interest of the board or its students, employees, or property. This policy is to be considered in conformity with all state and federal statutes, rules, and regulations relating to students with disabilities.

## **FIGHTING POLICY**

The penalty for being involved in a fight (defined as an exchange of physical blows such as hitting, slapping, pushing, shoving, grabbing, etc.) will be three to five days out of school suspension. If you are challenged, you are

encouraged to walk away and seek help of a school official. If you engage in retaliation, you are involved in the altercation. Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who eventually fight) subject themselves to the same penalties as those involved in the fight. If it can be determined that a student was "jumped" and had no recourse but to defend himself/herself, he/she will not be subject to a suspension; however, he/she must have done everything they could do to avoid the fight. We will not hesitate to suspend if we feel it is warranted. The administrator handling the problem will make this decision.

**First Offense:** Three days OSS, recommendation for placement in the Alternative School, or expulsion. Appropriate law enforcement will be contacted if necessary.

**Second Offense:** Ten days OSS, recommendation for placement in the Alternative School, or expulsion. Appropriate law enforcement will be contacted if necessary.

**Third Offense:** Placement in the Alternative School or expulsion. Appropriate law enforcement will be contacted if necessary.

**Fourth Offense:** Expulsion

## DRUG AND ALCOHOL POLICY

Students will not possess, distribute, or be under the influence of illegal drugs (as defined by state law) or drugs for which they do not have a prescription in school buildings or on school ground or in school vehicles or buses or at any school sponsored activity. If upon investigation, board policy has been violated, the principal will notify the student's parent or guardian and appropriate law enforcement officials, and the student will be **EXPELLED** for not less than one calendar year. Students will not possess, market, or distribute any substance that is represented to be or is similar to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school sponsored activity. The penalty for possession, marketing, distribution of such substances will result in **EXPULSION** for one calendar year.

Students will not possess, distribute, or be under the influence of alcoholic beverages in school buildings or on school grounds or in school vehicles or buses or at any school-sponsored activity. The penalty for first offense will be placement in alternative school for 45 days. In addition to being placed in Alternative School, the student would complete 20 hours of community service, and alcohol/drug counseling and education program. The principal of the Alternative School must approve both activities. Parents/Guardians are responsible for any expenses. If a student violates this policy a second time or while assigned to the Alternative School, he/she will be subject to expulsion from the school system for a minimum of one calendar year from date of infraction. All students of East Ridge Middle School have been read and explained the

policy on drugs, alcohol, and tobacco.

## DISRESPECT POLICY

In cases of general disrespect, a student may receive up to ten (10) days placement in ALP or OSS. In cases of severe disrespect or threatening personnel, a student may receive up to ten (10) days placement in ALP, OSS, placement at the alternative school, expulsion, or petition to juvenile court. This is pursuant to School Board Policy.

## GANG ACTIVITY POLICY

No gang organizing or activity will be tolerated. Any attempt to participate in a gang through dress, activity, and/or conversation will demand immediate administrative action with possible suspension and/or expulsion.

## TOBACCO POLICY

Use and/or possession of all tobacco products by students is prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours shall be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop and/or departure from school in the afternoon. This policy also applies to all school bus trips. Students who violate this policy shall receive the following discipline:

**Each offense will result in assignment of a level on the assertive discipline plan and citation to juvenile court.**

## VAPE POLICY

Use, possession, and or distribution of vaping products, e-cigarettes, "dab-pens", etc. by students is prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours shall be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop and/or departure from school in the afternoon. This policy also applies to all school bus trips. Students who violate this policy shall receive the following discipline:

1<sup>st</sup> offense: 1 level, 1 day ALP, parent contact

2<sup>nd</sup> offense: 1 level, 3 days ALP, citation to juvenile court, orientation at MBAS

3<sup>rd</sup> offense: 45-day placement in MBAS

**If the product is determined to contain THC or other paraphernalia associated with schedule substances, any offense will result in immediate placement in the Miller Boyd Alternative School for 90 days with a review of the student's behavior after 45 days.**

## STANDARDIZED DRESS, GRADES 6-12

### DRESS CODES/STUDENT APPEARANCE

Students are expected to come to school clean, neat, and dressed in a manner of good taste. Students inappropriately dressed will be required to make necessary changes in their

appearance or clothing before being admitted to class. **Principals have the right to take appropriate actions to correct any student whose clothing appearance, while not specifically covered in this policy, is considered by said principal to be out of compliance with the Board's stated goal or to be disruptive to the educational process.**

### **FOR ALL APPAREL**

All clothing must be neat with no large holes, rips, or tears. Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.

Students will wear appropriate undergarments and all females will wear a bra. No undergarments will be visible.

### **BLUE JEANS, PANTS**

Leggings, Jeggings, and yoga/athletic pants will be permitted provided the top garment meets the guidelines outlined for skirts, dresses, or shorts. Pants will be neat and worn at the waistline. Jeans may not have holes, rips, or tears above the knee.

### **SKIRTS, DRESSES**

Skirts and dresses will be a minimum length of **FINGERTIPS**. Skirts with a pleat will be permitted if the top of the split is no higher than mid-thigh. No wraparound skirts will be permitted. Skirts will be hemmed.

### **SHORTS**

Shorts will be permitted and will be a minimum length of **FINGERTIPS** on the front, back, and sides of the legs. Shorts will be hemmed.

### **SHIRTS/BLOUSES**

Tank tops or halter-tops will not be permitted. Shirts and blouses will not have written slogans or messages that contain advertisement of drugs or alcohol. Shirts and blouses will not contain vulgar or sexually explicit messages (direct or implied). Shirts and blouses will not contain any messages, slogans, or symbols that promote racial discord or are related to gang activity. Sleeveless shirts will cover the area from the base of the neck to the edge of the shoulder and will fit appropriately around the underarm. Shirts and blouses will be an appropriate length, coming to the top of pants, shorts, or skirts at all times. No tank tops or tops with spaghetti straps will be permitted.

### **JACKETS**

Biker jackets, trench coats, and large bulky jackets will not be permitted.

### **WARMUPS, JOGGERS, SWEATPANTS**

Wind suits of nylon variety will be permitted. Cotton sweatpants and joggers will be permitted provided they are not too tight.

### **SHOES**

All students will wear shoes at all times.

### **HAIR**

Hair will be worn in a manner that does not cause a substantial disruption to the educational process and does not call attention to the individual. No headwear of any type will be worn inside the building. Hair bows, head bands, and barrettes will be permitted if they are reasonable size and color. Bandanas may not be worn unless they are used as headbands.

### **JEWELRY**

Facial jewelry will be limited to the ear with the exception of religious exemptions approved by the school administration. Three earrings per ear will be permitted. All other piercings, including tongue rings, are not permitted.

### **TATTOOS**

Tattoos will not contain written slogans or messages that exhibit references to alcohol or drugs. They will not contain vulgar or sexually explicit messages (direct or implied), nor will they contain any symbol that promotes discord, is offensive, or is related to gang activity. This includes permanent or temporary markings.

### **SYMBOLISM**

The Board prohibits the display of any symbol on school property or on any object (such as bookbag, automobile, school locker, etc.) that promotes racial discord or is related to gang activity. This includes bandanas.

### **DRESS CODE VIOLATIONS**

**First Offense:** Student will be asked to come to the office and requested to change or adjust the offending garment or call parents. The student will not be allowed to return to class until the situation has been corrected.

**Second Offense:** Student will receive an office referral and receive the discipline that corresponds to his/her level on the assertive discipline hierarchy. Parents will be notified.

## **PERSONAL PROPERTY**

Many items that middle school students possess are inappropriate to bring to school. Items such as radios, CD players, iPods, mp3 players, cameras, electronic games/toys, cap guns, water guns, pocket knives, trading cards, playing cards, lasers, flashlights, duck/turkey calls, family heirlooms, and large sums of money should not be brought to school. If brought to school, items will be confiscated by teacher or administration and held in the office until picked up by the parent /guardian.

### **MEDICINES**

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at

school to administer the medication, only the nurse or the principal's designee will administer the medication in compliance with the following regulation.

Written instructions signed by the parent will be required and will include:

1. Student's name
2. Name of medication
3. Name of physician
4. Time to be administered
5. Dosage and administration directions
6. Possible side effects, if known
7. Procedure to follow in case of side effects or in the event of an overdose
8. Termination date for administering medication
9. Telephone numbers of physician and parent in case of emergency during school hours

All medication must be delivered to the nurse's office or the main office, unless the medication must be retained by the student for immediate administration (i.e. students with asthma). All medications delivered to the nurse's office shall be accompanied by a note from the parent/guardian stating the date the medication was delivered, the name of the medication, and the amount delivered. The nurse should have on file an Emergency Care Plan for the student and a copy of the Doctor's orders.

Non-prescription medication such as cough drops, tums, ibuprofen, etc., must be delivered to the nurse's office in the original manufacturer's packaging. It may only be administered with the written request and permission of a parent or guardian. The medication will be administered in accordance with label directions or written instructions from the student's physician. Every effort will be made to contact the parent.

The Nurse/Designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of medicine.
3. Keep all medication in a locked cabinet.
4. Return unused prescription to the parent/guardian only.
5. Record medications received for each student, identified by the student's name, the type of medication received, and the amount of medication received.
6. Ensure that a consent form signed by the physician and the parent/guardian is in the student's medication file and that such consent form states that the student is capable of self-administration of the medication and that the student's condition for which the medication is authorized and prescribed is stable.

## **STUDENT ILLNESS OR ACCIDENT**

All accidents in the school building, including the grounds, practice sessions, and school-sponsored events, must be reported to the office. If a student becomes ill during the

school day, the student will be given permission by the teacher to report to the nurse or to the office. The parent or guardian will be notified.

## **INSURANCE**

Accident insurance is available to any student to purchase at the beginning of the school year. Forms may be obtained from the homeroom teacher.

## **STUDENT SERVICES**

### **GUIDANCE**

Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, educational planning, and testing programs. The counselor is available to discuss any home, school, or social concerns. She is an advocate for the student often serving as an important link between teachers, family, and community services to ensure a positive middle school experience. She will also meet with any student who has reached Level 2 or higher on the Assertive Discipline Plan.

### **LOCKERS**

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean inside and out. No decorations are allowed on the outside of the locker. Damages caused by misuse will be charged to the student responsible. Lockers are school property and are subject to search at any time.

Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through homeroom teacher.

### **SCHOOL SECURITY OFFICER**

School Security Officers are employees of the Hamblen County School System. They regularly patrol the campus of East Ridge to help maintain a safe, orderly environment and also provide training for our students on many topics.

### **LIBRARY**

Use of the library at every opportunity is encouraged. Students may check out books for two-week periods with the privilege of renewal. Ideally, the library should be used for reference work and teacher supervised study. Social visiting is not appropriate and may disturb those who are working. There is a fine of five cents (\$.05) per day on overdue books. The student must pay for any lost or damaged library book.

### **LOST AND FOUND**

All articles found in the grade levels are taken to a central location within that grade level. Proper identification and description by the owner will be required for the article to be redeemed. Articles found outside the grade levels will be brought to the office and then taken to a central location.

### **CAFETERIA**

Our cafeteria staff works very hard to provide a nutritious



and "tasty" meal for our students. We strongly encourage parents and grandparents to visit our school and have lunch with them. However, FAST FOODS from area eateries may not be brought into the school cafeteria as it takes away from our federally funded cafeteria program. It is such a practice that can become too large, making it very impractical. Also, we cannot allow students to be taken off campus during lunch due to our short schedule.

Following are the expectations for behavior in the cafeteria:

1. Keep hands, feet and inappropriate comments to yourself.
2. Try to be as quiet as possible.
3. Clean up your space each day.
4. Fill in the seats as you enter from the serving lines.
5. Sit in your seat and do not change places for that day.
6. Carbonated drinks are not allowed in the cafeteria.
7. Lunch from outside vendors is not allowed in the cafeteria during the school day.
8. Respect all school personnel.

**Students are not allowed to charge lunches except in emergencies.** In this case, only the office may issue a charge slip a maximum of three (3) consecutive times unless some special arrangement is made in advance. The charge will be due the following day. Students are encouraged to pre-pay by the week. Breakfast is FREE to every student every day.

## **ASSEMBLIES**

Following is a list of expectations for behavior at school assemblies:

1. Follow instructions as given to you by school personnel or adult speaker.
2. Sit where you are assigned to sit.
3. Avoid talking, yelling, clapping, or indicating approval or disapproval when such is not appropriate, (example: some require silence and some, such as a pep rally, require audience participation. Even at pep rallies, there is a time to cheer and a time to listen.) Boogie is never appropriate.

## **EMERGENCY DRILLS AND EVACUATIONS**

During the drill, students are directed to move through the hallways quietly and orderly and/or to use proper exit. Teachers will explain the procedure to students at the beginning of the year. With a tornado drill, students are directed to the hallway or inside room for protection. Each student will sit with hands/arms covering his/her head. Lockdowns are practiced by an announcement over the intercom system. Students go to the closest room and doors are locked.

## **TEXTBOOKS**

Textbooks, paperbacks, library books, and other school materials assigned to a specific student are the responsibility of that student and must be returned or paid for. Permanent personal copies of textbooks may be purchased by parents directly from the Tennessee Book

Company at the wholesale price. Details are available from the school office.

## **OFF-CAMPUS TRIPS**

The educational curriculum is enhanced during the school year by related field trips. Parental permission is required. Teachers/Administrators may deny field trip privileges to students who have a record of misbehavior.

## **GRADING SYSTEM**

East Ridge Middle School adheres to the following grading scale as approved by Hamblen County Board of Education: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F= 0-59

Report cards are issued to students at the conclusion of each nine weeks grading period. Parents can access information about their child's grades, attendance, and discipline through Parent Portal. Usernames and passwords are provided through the school office.

## **REWARD POLICY/AWARDS**

Rewards may be earned through self-motivation, attendance, good behavior, and/or good grades. Each year, students will be able to earn rewards, at each grading period and again at the end of the entire school year.

## **BICYCLES AND MOTORCYCLES**

Because of the tremendous amount of automobile traffic on our campus, students may not ride bicycles, motorcycles, four-wheelers, skateboards, or any such apparatus to school. Also, students may not walk to school or home from school.

## **PARENT COMMUNICATION**

The policies, rules, and procedures presented in this parent/student handbook are to be communicated to parents by students. All students are to ask their parents to read this handbook so parents will know its contents. All students are expected to have a copy of this handbook in their possession during the school year. Besides the handbook, communication by teachers and administrators will continue throughout the year with monthly school newspapers, progress reports, phone calls, and notes/letters from individual teachers and administrators.

## **CONFERENCES**

Conferences between parents and teachers are encouraged. They must be arranged by appointment. School personnel have the responsibility for class and planning, but will be pleased to hold conferences that have been previously scheduled. Call the school office at 581-3041 to set up an appointment with a teacher, counselor, or an administrator.

## **VISITORS TO OUR SCHOOL**

Parents and other citizens are welcome to visit our school. We must, however, insist on the following for your child's protection, all visitors must report to the school office to identify themselves, show proper photo identification, and explain the reason for their visit before proceeding to any

locality of the building. A visitor pass is required. High school students are not to visit our school during the day except to contact a brother, sister, or parent through the school office.

### **BEFORE AND AFTER SCHOOL**

Students should not arrive at school prior to 7:00 A.M. Upon arrival, students will report to the gym or to the cafe if eating breakfast. Dismissal from the gym or cafe will be at 7:45 A.M. After school, when the correct bus is called, the students are to walk quietly to board the buses. Late bus riders will report to the gym lobby when called. Car riders are dismissed from the cafeteria beginning at 2:55 P.M. Car riders who will be picked up after 3:30, will be waiting at the main office foyer. (All students must be picked up by 4:00 P.M. at the latest.) For safety reasons, students remaining on campus after 3:45 must stay in supervised areas.

### **TELEPHONE MESSAGES**

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. Students may use the telephone in the administrative office, with permission only, AND if it is absolutely necessary.

### **KEEPING US INFORMED**

Parents are requested to call the school regarding any change of address. Please keep us up-to-date with residence, cell, and business telephone number changes. The school needs to be able to reach parents in case of an emergency.

### **VANDALISM AND PROPERTY DAMAGE**

Parents or guardians will be held responsible for any damage the student might do to the furniture, lockers, books, and other property of the school system. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, it should be reported to a teacher or to the office immediately. Students are expected to take care of all school property, the building and grounds, and help protect the school by discouraging and reporting vandalism or property damage by others.

### **FEES**

A material fee is requested for each student at the time of enrollment at the beginning or during the year. This fee is used in providing classroom materials for instruction. Parents and students are informed of the amount each year. These fees are approved by the Board of Education.

### **PARENT/SCHOOL ORGANIZATION**

East Ridge Middle School has an active *PTO* organization. Parents and teachers are working together to provide a meaningful education for each student. Notices about *PTO* events will be provided through newsletters/newspapers. We encourage each parent to be involved in all school

activities.

### **SCHOOL CLOSINGS**

In the event of severe, inclement weather or mechanical breakdown, school may be closed or the starting time may be altered. The same conditions may also necessitate early dismissal from school. This announcement will be made over local radio stations WCRK (1150am), WMTN (1300am) or WJDT (106.5fm); on the television WBIR (Channel 10) or wbir.com. You may also sign up for alerts to your cell phone from the Citizen Tribune webpage. Please do not call the school; telephone lines must be kept open for emergencies and regular school business.