

# *South Middle School*

## **Home of the Trojans**

601 West Cumberland St.

Cowan, TN 37318

[www.southmiddle.fcstn.net](http://www.southmiddle.fcstn.net)

Phone: 931-967-7355

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**Principal**

Dr. Tara Brewer

**Assistant principal**

Rusty Dawson

### **School Brand**

***Growth, Respect, Integrity, Teamwork***

***G.R.I.T.***

## **Mission Statement**

***South Middle School challenges all students to achieve excellence in academics and social responsibilities in order to enable them to excel in the opportunities of tomorrow.***

## **Vision Statement**

***The vision of South Middle School is to challenge students of all abilities to achieve excellence in a wide range of academic and cultural pursuits.***

## **South Middle School Parent Involvement Policy**

The faculty and staff of South Middle School embrace the philosophy that parents and school personnel must work together in order to improve the quality of education for all students. To ensure parents have the opportunity for input into the planning, design, implementation, and evaluation of school programs, including the Title 1 program, South Middle School will:

- Host an annual meeting during the first month of school. This meeting will provide the following:
  - Explanation of the Title 1 program and services.
  - Information concerning Title 1 laws, regulations, and guidelines.
  - Invitation to serve on the school's Leadership team and to make suggestions for the program.
  - Distribution of the school's Parent Involvement Policy to parents.
  - Information about the school's goals.
- South Middle School will establish a Parent Teacher Organization which will work with the school's leadership consisting of the school principal, classroom teachers, and Title 1 director.
- The Parent Teacher Organization at SMS will meet on an as-needed basis for the purpose of providing input into the planning, implementing, and evaluating of the Title 1 program on a school-wide basis.

- A parent/student/teacher/principal compact will be reviewed and signed during the open house program and made available at a later time for the signatures of parents unable to attend the open house.
- Students' progress will be communicated to parents every three weeks with a progress report and every nine weeks with report cards.
- A Parent/Teacher conference will be held two times during the 2023-2024 school year.
- Input from parents will be gathered at the beginning and end of the school year by a needs assessment survey.
- A parent information meeting will be held four times (twice in the Fall and twice in Spring).

At SMS, we encourage the involvement of parents, and we invite you to share your ideas and concerns with us. By working together, we provide our children with the greatest opportunities for success.

### **HELP YOUR CHILD BECOME SUCCESSFUL IN MIDDLE SCHOOL**

A successful middle school experience starts in the home because the parent is the first teacher of the student. It is your privilege and obligation to teach by example and to develop your student's good habits of behavior as well as a positive attitude toward school. To help your child's progress in middle school, we suggest to:

- Monitor your child's attendance and academic progress. (Online Parent Access to Skyward is available. Contact the school office for a password and instructions.)
- Monitor your child's academic assignments through Google Classroom. (Online Parent Access to Google Classroom is available by contacting your child's teacher for each course.)
- Read the Student/Parent Handbook with your student to familiarize yourself with the procedures used at SMS.
- Recognize that the teachers take the place of the parent while your child is at school.
- Teach and require your child to have respect for the law, for authority, for the rights of others, and for private and public property.
- Become an active part of the school by attending school activities, checking on your child regularly with his/her teachers, counselor, or administrator, and serving on various school committees.
- Talk with your child about school activities and show an active interest in report cards and the daily progress of your child. Ask your child daily what was learned.
- Encourage and demand prompt and regular school attendance and comply with attendance rules and procedures.
- Safeguard the physical and mental health of your child and be responsible for periodic health examinations.
- Attend individual or group parent conferences. Request conferences as you see a need.
- Arrange for a time and a place at home for homework assignments, supervise your child, and check the work.
- Work with South Middle School in carrying out recommendations made in the best interest of your child.

- Know your child's friends and monitor social media accounts. Encourage and guide wholesome friendships, interests, and activities.
- Understand and comply with the rules of the school concerning student conduct and cooperate with the school in carrying out disciplinary action.
- Contact the school with your concerns or compliments.

### **School Counseling**

Every student at South Middle School shall have access to a school counselor. School counselors work with students, families, communities, faculties and staff to address issues that have a substantial impact on student academic, personal/social and career development. The program of counseling services shall include such services and activities:

- Orientation of parents and students to the school program;
- Preventative and developmental counseling to students in order to prepare them for their school responsibilities and their social and physical development;
- Student referral and/or welfare provisions;
- Collection and maintenance of student data and record systems;
- Student program planning and placement;
- Educational and occupational information for use by students, parents and teachers; and Resolving conflicts.

## **2025-26 Supply List**

<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
2 inch 3-ring binder Highlighters 2 packs of pencils 1 pack of Colored Pencils Expo Markers College-ruled notebook paper Glue sticks Graph paper Earbuds 3 composition notebooks Kleenex tissue Clorox wipes 1 bottle of hand sanitizer  <b>Band Students:</b> 1 half inch three ring binder Sheet Protectors	College-ruled notebook paper - 2 packs 3 composition notebooks Spiral notebook with pocket 1 pack 4 x 6 index cards Paper Folder with brads and pockets 4 glue sticks 2 sets of <b>Wired</b> Earbuds/headphones only - no AirPods 2 dry-erase markers 1 Pack of Colored Pencils 2 containers of clorox wipes 2 boxes of tissue <b>Band Students:</b> 1 half inch three ring binder Sheet Protectors	2 comp. books (college-ruled) 2 packs loose leaf college ruled paper Colored pencils 2 packs of pencils Earbuds/headphones 2 packs of Graph paper 2 boxes of tissues 2 containers of Clorox wipes 1 pack of black Expo markers  <b>Band Students:</b> 1 half inch three ring binder Sheet Protectors

# FRANKLIN COUNTY SCHOOLS

\* \* \* \* \* 2025-2026 SCHOOL CALENDAR \* \* \* \* \*

<b>July</b>					<b>August</b>					<b>September</b>					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
	1	2	3	4					1	1	2	3	4	5	
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	
28	29	30	31		25	26	27	28	29	29	30				21
<b>October</b>					<b>November</b>					<b>December</b>					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
		1	2	3	3	4	5	6	7	1	2	3	4	5	
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	
27	28	29	30	31						29	30	31			15
															88
<b>January</b>					<b>February</b>					<b>March</b>					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
			1	2	2	3	4	5	6	2	3	4	5	6	
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13	
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20	
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27	
26	27	28	29	30						30	31				20
<b>April</b>					<b>May</b>					<b>June</b>					
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
		1	2	3	4	5	6	7	8	1	2	3	4	5	
6	7	8	9	10	11	12	13	14	15	8	9	10	11	12	
13	14	15	16	17	18	19	20	21	22	15	16	17	18	19	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	
27	28	29	30		25	26	27	28	29	29	30				90

<b>Staff Development Days:</b>		<b>Abbreviated days:</b>	
July 29, 2025		August 1, 2025 - First Day of School - 8:00 - 10:00 a.m.	
July 30, 2025		December 19, 2025 - 8:00 - 10:00 a.m.	
July 31, 2025		May 21, 2026 - Last Day of School - 8:00 - 10:00 a.m.	
August 4, 2025		<b>Administrative Days:</b>	Graduation
August 7, 2025 - Election Day			FCHS - May 14
January 5, 2026			HHS - May 15
May 5, 2026 - Election Day		May 22, 2026	
<b>No School</b>			
<b>Parent/Teacher Conferences</b>		<b>Spring</b>	
<b>Fall</b>			
October 20, 2025 3:15 - 6:15 pm - Middle Schools		March 9, 2026 3:15 - 6:15 pm - Middle Schools	
October 21, 2025 3:15 - 6:15 pm - Elem & Huntland		March 10, 2026 3:15 - 6:15 pm - Elementary & Huntland	
October 23, 2025 3:15 - 6:15 pm - FCHS		March 12, 2026 3:15 - 6:15 pm - FCHS	
<i>Seven of the available stock-piled days will be devoted to Staff Development</i>			
PLC Days from 2:45 - 3:30 p.m. (Attendance Required for Certified Staff)			

Approved by FCBOE 4-8-24

# 2024-25 Bell Schedule

	Regular	Wed.
Period	Time	
1st	8:00 - 9:00	
2nd	9:05 - 9:55	
3rd	10:00-10:50	
4th	10:55 - 12:25	
5th	12:30 - 1:20	
6th	1:25-2:15	
7th	2:20-3:00	2:20-2:30

<b>First Lunch</b>	10:55-11:20
<b>Second Lunch</b>	11:25 - 11:50
<b>Third Lunch</b>	11:55 - 12:20

**\*5 Minutes between each class to use restrooms and go to locker**

## SOUTH MIDDLE SCHOOL GENERAL INFORMATION

### COMMUNICATION BETWEEN SCHOOL AND HOME

The importance of having the correct telephone numbers available at South Middle School cannot be stressed enough. Telephones are the primary contact between the school and parents. If your telephone number changes at any point during the school year, please make every effort to inform the front office at **(931-967-7355)** so that the changes can be indicated for your student in the appropriate places. Parents have access to their student's grades, discipline, and attendance through Skyward. In order to access this account, you must get your student's confidential number through the SMS front office. Skyward can provide parents who have the computer capability with helpful insight into their child's progress. Please note that grades will be updated often, so Skyward will need to be checked often as well.

### Personal Property

South Middle School is not responsible for loss or damage to personal property. All personal belongings should be clearly labeled with the student's name and be kept up with the student.

## **Grades 3-12:Administrative Procedure – 4.600.1**

“A”, “B”, “C”, “D”, and “F” shall be used with the corresponding values:

**A 90-100**

**B 80-89**

**C 70-79**

**D 60-69**

**F 0-59**

In situations when students are absent for some or all of the assessments, such as Diagnostic testing and TCAP testing (grades 3 – 8) and are not able to make up the assessments during the scheduled testing window, regardless of why the student misses the assessment, there is no subsequent administration in which the student can make-up the assessments. For excused absences, the school is not to incorporate a ‘0’ score into the student’s final second-semester grade. For an unexcused absence, the school is to incorporate the score of ‘0’ into the student’s final second-semester grade. A substitute assessment may not be administered in lieu of a TCAP achievement for the purpose of satisfying the second-semester final grade requirement.

### **Criteria for Honor Roll:**

Honor roll is determined using report card grades for each quarter.

**1st Honor Roll:** All A’s including academic courses and related arts classes

**2nd Honor Roll:** At least three academic course grades of A and **ALL** other grades of B or higher.

### **Additional principles of, and for, grading**

- At each school, grades will be given at the end of each specific grading period and the grades will be determined through appropriate assessment of student performance.
- The fall semester grades for grades six, seven, and eight will be determined by an average of grades for each grading period. The spring semester grades for grades six, seven, and eight will be determined by an average of grades for each grading period and the TCAP test score, when applicable, counting 10 percent. The final grade of the year for grades six, seven, and eight will be determined by averaging the two (2) semester grades.
- The grade made by a student on all state-required TCAP Exams shall count as a percentage of the student’s final grade (10%) according to the state guidelines.
- A substitute assessment may not be administered in lieu of a TCAP End of Course assessment for the purpose of satisfying the second-semester final grade requirement.

## **SCHOOL HOURS**

School hours are from 8:00 until 3:00 (2:30 Wednesdays) each day. Students should not arrive earlier than 7:00 when the doors will be unlocked. Students should not remain on campus later than 3:30 unless they are participating in a supervised school activity.

**Supervision will not be provided for students before 7:00 or after 3:30.** These procedures are designed for the safety and well-being of the students.

## **CLASS CHANGE AND DISMISSAL PROCEDURES**

- Students are expected to walk on the right side of the hallway and report to their next class before the tardy bell rings.
- When students need to use the restroom they will do so quickly and wash their hands before going to class.
- At the end of the day, students will exit the building quickly and orderly without screaming or horseplaying. Students who ride a bus must enter the auditorium quickly and quietly and sit in their assigned seats no later than 3:05. Any student who rides a bus but goes to the pick-up area will receive disciplinary action.
- Students who are picked up by a parent or guardian must quickly and quietly exit the building between the gym and cafeteria and stand in front of the pillars (not on the pillars) no later than 3:05. Any student who is picked up by a parent or guardian but goes to the bus area will receive disciplinary action.
- Students are not allowed to stay in the building once the dismissal bell rings unless they are reporting to an after-school activity.
- Students will receive disciplinary action for misbehaving during dismissal or failing to follow dismissal procedures.

## **CLASSROOM PROCEDURES**

- Students are expected to be prepared with all necessary classroom materials.
- Students will not be allowed hall passes during class except for emergencies.
- Students will be allowed two (2) emergency passes per 9 weeks per class.
- All students will be assigned a number in each class and will be required to put their cell phones in the pocket holder provided by the teacher and will not be allowed to have their phones back till the end of class.
- Any school employee who discovers a student possessing, using, assessing, or displaying a personal communication device (PCD) or electronic device violating this policy shall report the violation to administration. Students must adhere to the Franklin County Board of Education's Acceptable Use Policy when using PCDs and personal electronic devices as permitted in this policy.

## **Franklin County School PCD Policy:**

### **DEFINITIONS**

A “personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, can be used as a camera, a recorder, a video/sound player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include, but are not limited to, cell phones, tablets, gaming devices, laptops, mp3 players, cameras, any wearable technology that can record, live stream or interact with wireless technology on school property.

“Use” means interacting, displaying, engaging with, holding, or operating a PCD and/or personal electronic device. Use shall include the device ringing, vibrating, beeping, or causing any type of disruption. Use shall also include passively recording, filming, streaming, broadcasting, AirDropping, or Quick Sharing.

### **Use by Students at South Middle School**

Students may possess PCDs while on school property. The devices may be used before and after school, during lunch periods and during class transition times. The PCD must not be in use during class times. The Principal or the Principal’s designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the Principal deems appropriate. PCD shall not be used to record, film, stream, broadcast, AirDrop, Quick Share, and/or video school personnel or students without the Principal/Principal designee’s permission.

### **VIOLATION OF PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES**

Any school employee who discovers a student using, assessing, or displaying a PCD or electronic device in violation of this policy shall report the violation.

Students must adhere to the Franklin County Board of Education’s Acceptable Use Policy when using PCDs and personal electronic devices as permitted in this policy. Possession of PCDs and/or personal electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student’s parent or guardian. A student who possesses a PCD,

in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

The Franklin County Board of Education, its schools, nor its employees assume responsibility or liability for the loss or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

### **INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES**

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

#### **South Middle School's disciplinary plan for unauthorized use of PCD or failure to abide by the FC policy:**

**1st violation:** The teacher will take the PCD and take the device to administration. The student will retrieve the PCD at the end of the school day.

**2nd violation:** The teacher will take the PCD and take the device to administration. The student's parent or guardian will have to pick up the PCD from the school office.

**3rd violation:** The teacher will take the PCD and take the device to administration. The student will receive one (1) day of ISS and will lose all PCD privileges for the remainder of the year. Student is subject to be searched daily by administration to ensure compliance.

**\*\*\*Failure to comply with a teacher's request for a PCD will result in 3 days of out-of-school suspension (OSS).**

**\*\*\*If a student transmits pornographic material to others or views it at school, he or she loses the privilege for the remainder of the year and will receive 2 days of ISS.**

## **VISITORS**

Parents are always welcome at South Middle School. To ensure the safety of our students, we ask that all visitors report to the main office immediately upon arrival to request a visitor's pass. All visitors will be processed through the Raptor system. Only visitors with legitimate business at the school will be granted a pass. An administrator may refuse to issue a visitor's pass. To ensure school safety, any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities. **SMS does not allow parents to eat lunch or breakfast with students.**

## **SCHOOL ATTENDANCE INFORMATION**

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff. The Attendance Supervisor/designee shall oversee the entire attendance program which shall include:

- All accounting and reporting procedures and their dissemination;
- Alternative program options for students who severely fail to meet minimum attendance requirements;
- Ensuring that all school-age children attend school;
- Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
- Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s). Absences shall be classified as either excused or unexcused as determined by the Principal/designee.

### **Excused absences shall include:**

- **Personal illness/injury;**
- **Illness of immediate family member;**
- **Death in the family;**
- **Extreme weather conditions;**
- **Religious observances;**
- **Pregnancy;**
- **School endorsed activities;**
- **Summons, subpoena, or court order; or**
- **Circumstances which in the judgment of the Principal create emergencies over which the student has no control.**

The Principal shall be responsible for ensuring that:

- Attendance is checked and reported daily for each class;

- Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day
- All student absences are verified;
- Written excuses are submitted for absences and tardiness;
- System-wide procedures for accounting and reporting are followed.

## **TRUANCY**

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school district provides transportation, unexcused absences from these programs shall be reported in the same manner. A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

### **Progressive Truancy Plan**

The progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

**Tier I:** Each school will be responsible for implementing school-wide prevention-oriented supports for student attendance to possibly include, but not be limited to, stressing the importance of consistent daily attendance, noting a clear distinction between excused and unexcused absences and the ramifications, and positive recognition for perfect attendance. This information shall be included in the beginning-of-year information for parents; it may also be posted on each school's website.

**Tier II** of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

- 1. A conference with the student and the student's parent(s)/guardian(s);
- 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
- 3. Regularly scheduled follow-up meetings to discuss the student's progress; and

- 4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

**Tier III** shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of a team formed at each school which will review the attendance contract and interventions. This team will adjust the plan as needed so that it meets the student's needs and verify that all interventions are age-appropriate. Finalized plans shall be approved by the Director of Schools/designee.

**If Tier III interventions are not successful, the student is referred to Juvenile Court.**

### **ATTENDANCE HEARING**

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the Principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the Principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise the parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee. The appeal shall be heard no later than ten (10) school days after the request for appeal is received. Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

### **LATE ARRIVAL TO SCHOOL**

Students are expected to be in school and in first-period class before the 8:00 bell rings. A student who reports to first-period class after 8:00 is considered tardy to school. If a student is late to school, a parent/guardian will need to accompany the student to the office to sign the check-in log. The student must get a permission slip to be admitted to class. If the student is tardy for a reason that is considered "excused" appropriate documentation must be presented in order for the tardy to be excused. Excessive school tardiness will be referred to an administrator for possible disciplinary actions (ASD, Sat. school, etc).

### **CHECK OUT PROCEDURE**

There will be **NO** checkouts after 2:30. Students who know in advance that they will need to check out of school should bring a note signed by the parent/guardian which includes the departure time, phone number where a parent can be reached, the reason for departure, and the person who will pick up the student, if different from the parent. The note is to be turned in to the main office before 8:00. The person checking out the student will come to the office to sign the student out. The student will be called to the office to check out when the parent/guardian/designee arrives in the office and **ONLY** if the name of the person checking the student out is on the Authorization of Release form completed by a parent. Proper identification may be required before a student is released to the person who is picking up the student.

### **CLOSING OF SCHOOL**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the guardian's responsibility to monitor news reports via television, social media and radio stations. The TV and radio stations will be notified as soon as possible when necessary. If school is going to close after classes have started we ask that you not check out your student. This causes confusion and chaos.

### **MAKE-UP WORK**

It is the responsibility of the student to request make-up assignments following absence from any class for any reason. All missed class work or tests (whether from excused or unexcused absence) must be made up. Teachers are to encourage students to complete the missed class work and tests. Students are to submit the missed work within five (5) school days of their return. The teacher may allow additional time, if requested by the student, and as deemed appropriate.

### **EMERGENCY DRILLS**

Emergency drills required by law will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term, after fall break, after Christmas break, and after spring break.

### **HEALTH REQUIREMENTS**

Immunization: "No Shots, No School". All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

### **ILLNESS**

If you become ill or injured at school, ask your teacher for a pass to see the nurse. The nurse will contact parents if the student is too ill to remain at school. First-aid supplies are available for emergencies.

### **BOOK BAGS**

Any form of a bag is not allowed in classrooms or in the hallways during school hours unless a student is checking in or checking out. All bags must be kept in the students' locker. Students are not allowed to wear bags or purses in the hallway. If a bag is too large to fit inside the student's locker, he or she must place the bag in the closet or designated area of their 7th-period teacher's classroom or leave it in the front office. No book bag should be carried from class to class.

### **LOCKERS**

Each student will be assigned a locker and will be authorized to use that locker only. Lockers must be kept clean and organized and no stickers allowed. It is the student's responsibility to use the locker to store items not in use and to keep the locker locked. South Middle School requests that locks are purchased through the school so that locks can be opened without having to cut the locks off when combinations are forgotten. Locks cost \$10.00 and will be the students to keep at the end of the school year. The office will have a master key to unlock all locks if a student forgets their combination. The office will also have all combinations on file. Lockers are subject to search by school officials in accordance with state law and school board policy. **(Board policy 6.303)**

### **MEDICATION**

If a student MUST take medication while at school, the parent/guardian must obtain a Self-Administration of Medication form from the nurse. Medication must be in the Original bottle or packaging from the pharmacy and must exhibit the name of the student, (Medication Cont.) the date of the prescription, name and strength of the medication, directions for administering, doctor's name, and pharmacy information. ALL medication (prescription or nonprescription) must be kept in the school clinic or the office. Students are not allowed to bring prescription or nonprescription medications to school or to have them in lockers, book bags, purses, etc. This includes over-the-counter medicines like Tylenol, Midol, Excedrin, etc. Students who use asthma inhalers or who have other special needs should see the nurse for special permission to carry medications with them. The administration of the medication at the appropriate time will be supervised by the

school nurse or designee. Failure to follow the school/school board policy for medication will result in disciplinary action.

- If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the Principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.
- Written instructions signed by the parent/guardian will be required and will include:
  - Child's name;
  - Name of medication;
  - Name of physician;
  - Time to be self-administered;
  - Dosage and directions for self-administration (non-prescription medicines must have label direction);
  - Possible side effects, if known; and
  - Termination date for self-administration of the medication.
- The medication must be delivered to the nurse's office or clinic in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).
- The administrator/designee will:
  - Inform appropriate school personnel of the medication to be self-administered;
  - Keep written instructions from parent/guardian in student's record;
  - Keep an accurate record of the self-administration of the medication;
  - Keep all medication in a locked cabinet except medication retained by a student per physician's order;
  - Return unused prescription to the parent/guardian only; and
  - Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.
- The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.
- A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

### **BLOOD GLUCOSE SELF-CHECKS**

Upon written request of a parent/guardian, and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary. Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate. Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA). (Board policy 6.405)

### **BUS POLICY**

The school bus is an extension of school activity. Therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Failure to follow school-bus rules may result in suspension from riding the bus. Any student who rides a bus other than the one assigned or who gets off the bus at a different location must give the bus driver a note of authorization from the parent/guardian and approval by the principal/designee. To obtain a bus permit, students must bring a note from a parent/guardian to the office.

### **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE ON BUSES**

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for a minimum of seven (7) days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when the parent(s)/guardian(s) are provided the opportunity to review photographs and video footage. For questions regarding bus issues, please call the Director of Transportation, Doug Philpott, at 967-0626. **(Board policy 6.308)**

### **Walkers**

Students who walk home from school will be dismissed at 3:00 p.m. from the front of the school after early buses have left the campus. Written documentation signed by the parent/guardian must be provided to the school prior to allowing students to walk.

### **CAFETERIA POLICIES**

The South Middle School cafeteria provides breakfast and lunch (free to all students). While in the cafeteria during lunch, students are expected to maintain the same standards of behavior as in other parts of the building. Once seated, students are to remain in their

seats except to return trays. Students may not leave the cafeteria without permission until dismissed by their assigned teacher or the cafeteria supervisor. Food and drinks are not to be taken from the cafeteria to the classroom. Parents may monitor and deposit monies into individual student accounts through [www.mynutrikids.com](http://www.mynutrikids.com) to purchase extra items (ice cream, etc.). All schools within the district shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After-School Snack Program. Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-Free Kids Act 2010, Smart Snacks in Schools. The Principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education rules and regulations for sale of food items in the school district. (Board policy 6.411)

## **CLUBS**

South Middle School offers the following clubs for student participation: Beta Club, Student Council, Yearbook, Move to Stand, Fellowship of Christian Athletes, and 4-H. Some of the clubs have specific membership requirements and some require a competitive application. Parents may prohibit their children from participating in any clubs or activities by providing written notification to the school. The Principal shall notify the parents or legal guardians of all clubs and organizations available to students by prominently displaying the information in the school's annually distributed student handbook or equivalent that contains school policies and procedures and on the school's website. The list shall include:

- The names of the clubs and organizations, including any abbreviations or acronyms;
- The mission and purpose of the clubs and organizations;
- All financial requirements associated with membership in the club or organization; and
- Notification that no school shall permit a student to become a member or participate in any activities of a club or organization without written communication from the student's parent or legal guardian approving the student's membership or participation. The written communication must be signed and dated by the parent or legal guardian.

One or more staff members will serve as faculty advisors for each activity and will attend all meetings. Each advisor will evaluate the activity and make recommendations concerning changes, continuances, or deletions from the school's activity program. The

faculty advisor will also ensure that all applicable Board policies, administrative procedures, and school rules are followed. (Board Policy 6.702)

**LOST AND FOUND** Found items should be brought to the office. Students may ask about lost articles there. Students' names should be clearly written in/on jackets, coats, book bags, and other personal items. Students should not bring expensive items, valuables, or large amounts of money to school. Items turned in to the office will be held for a reasonable period of time. Unclaimed items may be donated to a charity.

### **PAYMENTS AND RECEIPTS**

When students have money to turn in at school (for fundraisers, pictures, yearbooks, book sales, athletic supplies, locks, fines, etc.), the money must always be turned in to the teacher, coach, advisor, or staff member who is responsible for the collection. The student will be given a receipt which should be kept in a safe place.

### **TELEPHONES**

Telephones in the front office are for business use only and are not for student use except with permission. If a student becomes sick at school and needs to check out, they must see the school nurse who will contact the parent/guardian. Students will not be called from class to answer phone calls except in extreme emergencies. We will gladly deliver messages from parents to students when necessary.

### **COMPUTER/CHROMEBOOK AND INTERNET USE**

The use of computers/Chromebooks and access to the internet at South is encouraged to enhance specific instructional objectives. The use of the internet must be in support of education and research and consistent with the educational objectives. Before being allowed to use the internet, the student must have on file a signed application for terms and conditions for Use of the Internet. A monitoring and tracking system is in place on every school computer that maintains a cumulative history of accessed Internet sites as well as the user. Students may be banned from the use of school computers/Chromebooks and connective internet services if inappropriate and/or unlawful sites are found to have been accessed. Because of security issues and the risk of infecting the system network, students are not authorized to access personal email accounts at school. Every student will be issued a Chromebook to use daily while at South. Students will pick up their Chromebook from the assigned cart and slot before going to 1st period. Students will return the Chromebook to the same location, the 7th-period class, at the end of the school day. Students who intentionally break their Chromebooks will be responsible for the cost of fixing the device. Students will not be provided an alternate device until the other Chromebook has been fixed. All work that is required to be completed on the device will be given in a paper format. For testing, monitored use from a classroom device may be

allowed. Failure to complete the work in paper format will result in zeros for those assignments.

**TEXTBOOKS :** Textbooks are the property of the Franklin County Board of Education and shall be returned upon completion of the course or upon withdrawal from a course or from school. Parents are to sign an agreement stating that they will be responsible for the textbooks received and used by their children. Students will be asked to pay for any lost books and for any book damaged to the extent that it is no longer usable. In some classrooms, students will receive a consumable workbook. If a student loses a workbook, he or she will be asked to pay for the lost workbook before another is issued. Students will have to write out all workbook questions and answers on paper until another workbook is issued.

**CARE OF SCHOOL PROPERTY SUCH AS CHROMEBOOKS AND TEXTBOOKS:**

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities. All district employees shall report all damage or loss of school property to the Principal or designee immediately after such damage or loss is discovered. The Principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. School property is defined as buildings, buses, books, equipment, records, instructional materials or any other item under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian. In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/ guardian has paid for the damages.<sup>1</sup> When the minor and parent are unable to pay for the damages, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault. (Board Policy 6.311).

**ACADEMICS BY GRADE LEVEL**

<b><u>6th grade</u></b>	<b><u>7th grade</u></b>	<b><u>8th grade</u></b>
English/Language Arts	English/Language Arts	English/Language Art
Math	Math	Math
Science	Science	Science
Social Studies	Social Studies	Social Studies
Physical Education	Physical Education	Physical Education
Career Exploration	Career Exploration	Career Explorations

STREAM  
Computer Science  
Lunch

STREAM  
Computer Science  
Lunch

STREAM  
Computer Science  
Lunch

## **SOUTH MIDDLE SCHOOL DISCIPLINE POLICY AND PROCEDURES**

The following consequences will be applied by the administration when disciplinary action by the classroom teacher has not worked and a teacher sends a referral to an administrator. These procedures are intended to serve as a guide for consistent student discipline. **THE ADMINISTRATOR HAS THE FLEXIBILITY TO EMPLOY DISCIPLINARY MEASURES OTHER THAN THE ONES LISTED BELOW. PARENTS WILL BE CONTACTED WHEN CIRCUMSTANCES ALLOW.**

### **FCBOE Policy 6.300**

The board delegates to the director of schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.1 Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as a multi-tiered system of support. Exclusionary discipline shall only be used as a measure of last resort.2 The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behavior supports and interventions.3

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.4 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: restorative practices, RTI2B, multi-tiered system of supports, and behavior intervention plans. Resource: Trauma-Informed Discipline Practices, Guidance Document furnished by Tennessee Department of Education, dated August, 2019

### **ADDITIONAL GUIDELINES:**

1. State and federal laws are in place regarding the discipline of special education students.

All students with disabilities or students suspected of having a disability have extra protections under Individuals with Disabilities Education Act (IDEA 2004) and Section 504 of the Rehabilitation Act which tells school administrators what steps need to be taken when disciplining a student with a disability.

A student with a disability can be suspended for up to 10 days like any other student. However, students with disabilities have special rights if a district wants to suspend or expel them for more than 10 days (consecutive or nonconsecutive per school year). Such action is considered a change in placement and requires a manifestation determination meeting by an IEP team to provide IDEA due process rights.

2. A principal/designee shall not impose successive, short-term suspensions that cumulatively exceed ten (10) days for the same offense.

3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.

4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.

5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to

- a. pay any activity fee;
- b. pay a library or other school fine; or
- c. make restitution for lost or damaged school property.

### **Explanation of Behavior Plan:**

**A student placed on behavior plan, he or she will relinquish their PCD each morning to the office until they are finished with the behavior plan. Also, students will not be allowed to participate in any extracurricular school activities, athletic practices, or athletic games/events. Then, students will follow these arrangements:**

**Morning Protocol (7:00 AM - 8:15 AM):**

- The student will receive breakfast in the front office to ensure proper nourishment.
- First-period attendance will be supervised by office staff.
- The student will be accompanied by a designated faculty or staff member to first-period class.

**Transitions between Classes:**

- The student will remain in the classroom until the subsequent period's bell rings.
- During the 5 minutes between classes, the student will be expected to sit quietly (either in their seat or the designated area at the discretion of each teacher).
- Scheduled restroom breaks will be allocated, excluding emergencies.
- All classroom materials for the student need to remain in their appropriate classes (i.e: math textbook and notebook remain in their math classroom) as the student will not be allowed to access their locker throughout the day.

**End-of-Day Procedure:**

- The student will be escorted to the cafeteria at 2:55 PM.
- Once the bell rings, the student will be dismissed to:
  - Early bus - The front lobby to get on their bus
  - Bus Rider - To the auditorium to sit in their designated row
  - Car rider - The back for car pick up

**Lunch Arrangement:**

- The student will be escorted to the cafeteria by their 4th-period teacher. Once in the lunchroom, the student will go to a designated desk in the back.
- When all students have made their way through the lunch line, a faculty/staff member will take the student to the lunch line.
- The student will then return to their desk and eat lunch.
- The student will not leave the desk until their 4th-period teacher returns to pick them up from lunch and escorts them back to class.
- **The lunch period also has a documented behavior chart location. Students will be expected to follow the same rules in the lunch room as they do in the classroom and will be scored accordingly.**

**During Class:**

- Throughout class sessions, students are anticipated to actively engage in academic learning by demonstrating diligence, attentiveness, minimizing distractions, and adhering to all classroom and school regulations.

**Counselor Check-Ins:**

- While the student is on this plan, they will receive check-ins from the school counselor. This can range from working with students on skills to best manage their behaviors,

identifying triggers, or providing support however the counselor deems necessary for the individual student.

**Rationale:**

This structured plan aims to create a supportive environment while maintaining necessary academic engagement for the student. These measures are designed to assist the student in exhibiting more appropriate behaviors and reintegrating successfully into the academic setting.

**Behaviors and the Consequences:**

- Talking during the 5-minute transition:
  - 1st Offense: Written warning, loss of 1 point on the behavior chart for that day
  - 2nd Offense: Student will immediately receive a 1 for the day in that class.
  - 3rd (+) Offense: Student will be referred to the office for GRIT, Suspension, or ASD
- Not reporting to the front office in the morning/Afternoon:
  - 1st Offense: Written warning, loss of 1 point on the behavior chart for that day
  - 2nd Offense: Student will immediately receive a 1 for the day in that class.
  - 3rd (+) Offense: Student will be referred to the office for GRIT, Suspension, or ASD
- Misbehavior while on the plan:
  - 1st Offense: Written warning, loss of 1 point on the behavior chart for that day
  - 2nd Offense: Student will immediately receive a 1 for the day in that class.
  - 3rd (+) Offense: Student will be referred to the office for GRIT, Suspension, or ASD
- Receiving below a 4 average in 1(+) classes over the 5 days:
  - After the 5th day, students on the plan will have their behavior charts reviewed and averaged.
  - A student having below an average score of 4 will be in GRIT for 2 days
  - The student will then repeat their 5 days on the plan
  - If the student fails to achieve a 4 or higher on their second attempt, they will then receive a week of GRIT and will be required to have a meeting with teachers and administration on issues occurring and a team decision will decide the next step(s) for the student.

**STUDENT CODE OF CONDUCT**

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: restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports, and behavior intervention plan.

### **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
- Inappropriate language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment and/or other dress code violations
- Minor or initial level of victimization of any student (harassment [sexual, racial, ethnic, religious], bullying, cyber-bullying, and/or hazing)
- Misuse of a personal communication device

#### ***Disciplinary Procedures***

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if the student understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

#### ***Disciplinary Options /Restorative Practices***

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling referral
- Withdrawal of privileges

- Issuance of demerits
- Strict supervised study
- Detention
- School-based /Community Service
- Reteaching of expectations
- Restorative practices
- Mediation
- Mentoring
- Conference with all parties: including student, parent, and teacher

## **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
- School or class tardiness
- School or class truancy
- Abusive language

### ***Disciplinary Procedures***

- The student is referred to the principal/designee for appropriate disciplinary action.
- The Principal/designee meets with the student and the staff member.
- The Principal/designee hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The Principal/designee takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the Principal/designee.

### ***Disciplinary Options /Restorative Practices***

- Teacher/schedule change
- Peer counseling
- Referral to an outside agency
- In-school suspension
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Behavior modification

- RTI<sup>2</sup>B
- Reteaching of expectations
- Referral to Tier 2 behavioral supports
- Restorative practices
- Create a behavior contract/plan
- Mentoring
- School-based/ Community service

### **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 or a non-THC vape product
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others
- Up-graded level of victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Elopement from the classroom/school building
- Possession of fireworks not deemed an explosive by law enforcement

#### ***Disciplinary Procedures***

- The student is referred to the principal for appropriate disciplinary action.
- The Principal meets with the student and the staff member.
- The Principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The Principal takes appropriate disciplinary action and notifies the staff member of the action.
- The Principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the Principal.
- If the student's program is to be changed, adequate notice shall be given to the student and his/her parent(s)/guardian(s) of the charges against him, his/her right to appeal at a hearing, and his/her right to be represented by a person of his/her choosing.
- Any change in school assignment is appealable.

#### ***Disciplinary Options/Restorative Practices***

- In-school suspension
- Detention

- Restitution from loss, damage, or stolen property
- Alternative School
- Banning from all school (school system) extracurricular activities – as a participant and/or spectator, including all sport teams, band, clubs (games and practices)
- Social adjustment classes
- Transfer
- Referral to Tier 2 or 3 behavior supports
- Restorative practices
- Review and revision of behavior plan
- Behavior contract
- Mentoring
- School based/Community service
- Development of a safety plan
- Out-of-school suspension

#### **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
- Extortion
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Sexual misconduct not resulting in a charge deemed a zero tolerance (see Policy 6.309).
- Marketing/Possession/distribution/sale/transfer of any substance which is represented to be or is substantially similar in color, shape, size or marketing to a controlled substance
- Use or transfer of unauthorized substances
- Serious, continuing, victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

##### ***Disciplinary Procedures***

- The Principal confers with appropriate staff members and with the student.
- The Principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.

- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

#### ***Disciplinary Options /Restorative Practices***

- Expulsion
- Alternative school
- Other hearing authority or Board action which results in appropriate placement
- Long-term suspension

#### **MISBEHAVIORS: LEVEL V (ZERO TOLERANCE OFFENSES – Policy 6.309)**

The below offenses have been deemed zero tolerance offenses under state law and by Board Policy. Except offenses deemed reasoned judgment offenses, notated with an asterisk, the below offenses shall result in an expulsion for a period of not less than one (1) calendar year, subject to modification by the Director of Schools on a case-by-case basis. Reasoned judgment offenses allow the Principal to take into consideration intent and other factors to determine the appropriate level of discipline.

- Unlawful use or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug
- Unlawful possession of any narcotic or stimulant drug, prescription drug, or any other controlled substance, controlled substance analogue, or legend drug
- Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance, controlled substance analogue, or legend
- Possession of a firearm
- Assault that results in bodily injury<sup>12</sup> upon any teacher, principal, administrator, any other employee of the school, or a school resource officer
- Aggravated assault
- Threat of mass violence on school property or at school-related activity
- Electronic (or other\*) threat to cause bodily injury or death to another student or school employee
- Bomb threat
- Possession of substances or devices deemed to be explosives by law enforcement
- Students charged with committing an on-campus violent felony listed in Board Policy 6.309.
- Possession/use/transfer of dangerous weapons other than firearms.\*
- Possession/use/transfer of other instruments and substances with the intent to do harm to self or others or in a manner that renders the item dangerous.\*

#### ***Disciplinary Procedures***

- The Principal confers with appropriate staff members and with the student.

- The Principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted
- The incident is reported, and recommendations are made to the Director of Schools.
- If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

### ***Disciplinary Options***

- For zero tolerance offenses, expulsion for no less than one (1) year. Student may make application for modification to the Director of Schools.
- For reasoned judgment offenses marked with an asterisk:
  - Suspension
  - Remandment
  - Expulsion up to one (1) year, with ability to apply for modification.

**For students who display appropriate manners and no mischief or mayhem, we will be initiating our GRIT Rewards and Motivators (Positive Behavioral Interventions and Supports- PBIS)**

### **7th-period party time: Examples include:**

- Anti-tardy parties! Any student who has 0 tardies will participate
- Be here, be proud parties! Any student who has 0 absences or checkouts will participate
- WIN parties! The 7th-period class with the most Exact Path trophies
- GRIT parties! Students with no demerits

### **Other possible rewards for no demerits: Examples include:**

- Lunch outside
- Ice cream treats
- Hat days
- Pajama days
- Movie in auditorium
- Dance/ outside time
- BINGO/board games during 7th period
- Chips, Candy, or soda on Fridays

**Individual rewards: (Caught doing good!!) Examples include: (cannot be given to students with OSS, ISS, ASD, Behavior plan, etc.)**

- Choose the genre of music that is played in between class changes - must be appropriate and approved by the administration
- Say morning announcements and/or pledge

- Highlighted bio on school TVs
- Free admission to a game or dance
- Office aide/library aide for a class period

**\*\*\*\*Students who are in OSS, ISS, or After-school detention will not be allowed to participate in the following sport/ club event after their consequence is served. The student will be required to show up and dress out for the sport/club event but not participate.**

**\*\*\*At the end of the year students that have debt to be paid will not be allowed to participate in school activities such as but not limited to: field trips, field day, awards day, special activities etc.**

**\*\*Principal has the authority to take away end of the year activities for students that have not demonstrated positive behavior all year.**

### **Dress Code**

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation certainly exists between appropriate attire and a positive learning environment. Any dress that is considered contrary to good hygiene, distractive or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgment of the Principal/designee shall prevail. Some general expectations are:

- Pants will be belted at the waist when appropriate; and
- Shirts must completely cover the abdomen, back, shoulders, midribs, and cleavage.

The following specific expectations have been established to help create and maintain the best learning environment:

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not be see-through.
2. Rips, tears, or slits showing above midhigh length are not permitted: Students may wear clothing with rips, tears, or slits as long as leggings, tights/yoga pants or compression-type clothes are worn underneath rips or tears.
3. Outerwear with a hood is allowed but the hood is not to be 'up' (on, or covering, the student's head) inside school facilities.

4. Shorts, skorts, capris, dresses and skirts should strike the legs at midthigh.
- ~~5.~~—Tights of any kind - leggings,/jeggings, or yoga pants - worn as outerwear are not permitted unless the following criteria is met: the shirt, skirt, or dress worn with the tights, leggings/jeggings, or yoga pants must strike the legs at midthigh.
6. Pants must be worn above the hip-bone; sagging/bagging is not allowed.
7. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers, and skate shoes.
8. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images. Clothing and accessories such as book bags, backpacks, belt buckles, patches, jewelry and notebooks shall not be derogatory to any individual or groups, or disruptive to the school environment. Clothing or accessories shall not promote products which students may not legally buy such as alcohol, tobacco, illegal drugs, and controlled substances or promote violence.
9. Items which are prohibited include, but may not be limited to:
  - a. Sunglasses inside the school building, except for health purposes – doctor’s verification of need is required;
  - b. Large, long, and/or heavy chains (including billfold chains); and
  - c. Offensive tattoos must be covered.

The Director of Schools may allow exceptions for some of the above listed items for special school activities. Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate. The Principal’s discretion shall prevail in regard to appropriate attire for all after-school activities. The Board expects the Director of Schools to require all Principals and all certificated personnel to enforce the above dress code in a consistent manner. **(Board policy 6.310)**

### **Enrolling or Transferring a New Student**

Enrollment Requirements	Transfer Requirements
1. Certified Birth Certificate 2. Social Security Card 3. Immunization Records 4. Physician’s physical report 5. Proof of Residence (TN Dr. Lic. or ID) 6. Proof of Custody	1. Complete transfer form with teacher and principal signature 2. Parent/guardian will pay any fees pending and return all books 3. Student records will be forwarded when all requirements are met 4. Proof of Residence (TN Dr. Lic. Or ID) 5. Proof of Custody Transfer

Transfer students will meet the same enrollment requirements as new students. A parent may request through the Director of Schools to attend a school within the system other than the one to which he/she is zoned as determined by the school destination of the school bus going by their home if space is available. However, the parent/guardian must provide their own transportation to and from the school.

## ***School, Parent and Student Agreement***

### **South Middle School Student Agreement**

It is important that I work to the best of my ability. Therefore, I will do the following:

- Read and understand the student handbook.
- Attend school regularly and be on time to classes.
- Go to class with the supplies necessary to participate in my learning.
- Follow all school rules.
- Accept responsibility for completing and turning in all assignments.
- Use my classroom time wisely.

**Student Name/Signature:**

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### **South Middle School Parent/Guardian Agreement**

I want my child to achieve. Therefore, I will do the following:

- Read and understand the student handbook.
- See that my child is punctual and attends school regularly.
- See that my child has the supplies needed for learning.
- Support the school in its efforts to maintain proper discipline.
- Encourage my child's efforts and be available for questions.
- Establish a regular routine for completing homework
- Provide a quiet, well-lighted place for homework.

**Parent/Guardian Name/Signature:**

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### **South Middle School Faculty/Staff Agreement**

It is important that students achieve. Therefore, I will do the following:

- Support and encourage parental involvement.
- Provide an environment that allows for positive communication between students, teachers, administration, and parents.
- Provide a challenging, standards based educational program, preparing students for success in high school and beyond.
- Provide a variety of instructional strategies and activities to address the varied learning strengths of our students.
- Provide a nurturing and positive environment in which all students can feel supported and safe emotionally, intellectually, and physically.
- Provide students opportunities to take on more responsibilities and to make increasingly important choices about their own behavior and academics while encouraging integrity and honesty.

**South Middle School Signature:**

*Dr Tara Brewer, Principal*

**Let's All Have A Great 2025-2026 School  
Year!! Go Trojans!!**

