

HUNTINGDON MIDDLE SCHOOL



“Linking Potential with Achievement”

PARENTS/STUDENT HANDBOOK
2024-2025

WELCOME TO HUNTINGDON MIDDLE SCHOOL

The faculty and staff of Huntingdon Middle School invite you to join us as we help our students learn, grow, and mature. This handbook contains important rules, regulations, policies, and procedures that will ensure teaching and learning. We ask that you read it in its entirety, refer to it, and abide by it. Thank you for your continued support as we strive to educate our youth in the Huntingdon community.

Mission Statement

Huntingdon Middle School's mission is to provide a student-centered, caring environment where a high-quality education allows students to become life-long learners and people of good character.

Belief Statements

Our staff believes

- All students learn in different ways and at different levels.
- The education of all our students is a vital component to insure a thriving community in the future.
- Education involves intellect, emotions, physical well-being, and personal responsibility.
- Students' learning is the shared responsibility of all stakeholders: administration, teachers, parents, students, and community members.
- Clear goals and high expectations for student achievement should guide the development of the curriculum and design of instructional strategies and learning activities.
- A variety of assessment tools is essential to accurately evaluate student performance and create effective and meaningful instruction.
- A caring school environment in which there are firm, consistent, and clear limits for everyone fosters mutual respect and achievement.
- The commitment to continuous improvement is imperative for our students to become confident, self-directed, lifelong learners.
- Direct parental involvement is an integral part of each student's success.

Vision

We envision Huntingdon Middle School as a place where all students desire to learn and grow both academically and as civic-minded individuals. Teachers, students, parents, and community members take part in challenging every student to meet high expectations in an open, caring environment that promotes compassion, respect, integrity, service, and self-discipline.

Path to Success at HMS

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**HUNTINGDON SPECIAL SCHOOL DISTRICT
CALENDAR 2024-2025**

| | |
|--------------------------|--|
| JULY 20– AUGUST 5 | ADMINISTRATIVE/INSERVICE |
| AUGUST 6 | FIRST DAY OF SCHOOL (1/2 DAY) |
| SEPTEMBER 2 | LABOR DAY |
| SEPTEMBER 12 | PTC/EARLY DISMISSAL |
| SEPTEMBER 13 | STAFF DEVELOPMENT (no school) |
| OCTOBER 14-18 | FALL BREAK |
| NOVEMBER 27-29 | THANKSGIVING |
| DECEMBER 2 | STAFF DEVELOPMENT (no school) |
| DECEMBER 20 | END FIRST SEMESTER (1/2 DAY) |
| JANUARY 6 | ADMINISTRATIVE |
| JANUARY 7 | BEGIN SECOND SEMESTER |
| JANUARY 20 | DR. MARTIN LUTHER KING, JR. DAY |
| FEBRUARY 3 | STAFF DEVELOPMENT (no school) |
| FEBRUARY 17 | PRESIDENTS' DAY |
| MARCH 24-28 | SPRING BREAK/GOOD FRIDAY |
| APRIL 7 | STAFF DEVELOPMENT (no school) |
| APRIL 18 | GOOD FRIDAY |
| MAY 22 | END SECOND SEMESTER (1/2 DAY) |
| MAY 23, 27, 28 | ADMINISTRATIVE |

SEMESTERS

1st 8/6– 12/20

2nd 1/7– 5/22

Parent-Teacher Conference: September 12

August 6, December 20, and May 22 will be ½ days of school

After six (6) days missed for inclement weather for the year, the following days may be used for makeup days:

February 17, March 24-28, April 7

Grading Period 1: Aug 6—Oct 8

Grading Period 2: Oct 9—Dec 20

Grading Period 3: Jan 7—Mar 12

Grading Period 4: Mar 13—May 22

GENERAL SCHOOL RULES

In order to provide a safe, productive environment for your child, we must follow certain rules and policies. The following rules and policies have been designed to promote the proper atmosphere to ensure your child receives the best education possible. We respectfully ask that you support and follow our rules and encourage your child to do so, as well. The following guidelines are the minimum expectation for student dress and is not an all-inclusive list:

DRESS CODE

Good grooming and decent dress is expected of all students.

- Clothing is to be worn properly. Shorts or pants worn below the natural waistline are unacceptable. If pants or shorts are too large for proper fit, then a belt must be worn. Pants must be fastened. (No sagging).
- Pants/clothing with holes or frays cannot show skin above the knee.
- When shorts, skirts, or dresses are worn, the length of the garment must extend past the student's fingertips when the student holds their arms to their side with shoulders down. (even if leggings are worn beneath them).
- Students will wear clothing with sleeves over the shoulders. Tops must also cover the stomach. Midriff will not be exposed at any time. If a student raises his/her hands above the head and the stomach shows, the shirt will not be allowed in school.
- No undergarments should be seen; no cleavage should show. Clothing cannot be worn wrong-side-out.
- Hats, bandanas, sunglasses, picks, combs, muscle shirts, see-through clothing, backless tops, sleepwear, house shoes, pants/shorts with writing across the back, chain belts, and long or excessively oversized coats are not allowed to be worn.
- Leggings, yoga pants, or form-fitting pants may only be worn if the bottom is completely covered by a shirt (even when a student sits, bends over, squats, raises his/her arms above head, etc.).
- Any garment with logos which are drug emblems/tobacco products/alcohol products/rude/discourteous/obscene/violent/contains profanity, is not to be worn at school.
- The only visible body piercing allowed will be earrings or a small, clear stud in the nose. (No tongue or eyebrow rings, etc.).
- Hair should be neat and worn out of the eyes. Haircuts, hairstyles, or hair colors that are non-traditional to the point of causing distractions are not allowed.
- No face paint and no visible tattoos (temporary or permanent) are allowed.

If any student has a concern about the appropriateness of an item, he/she would do best by not wearing it. When in the opinion of the principal and/or teacher or staff member a student is not properly dressed or exhibits grooming which is detrimental to the school environment, appropriate action will be taken. Students found in violation of the school dress code will not be allowed to return to class until the offense is corrected.

Violation of dress code policies will result in the following disciplinary actions:

1st offense Warning, efforts to contact parent will be made. Parent will be asked to bring proper clothing to school, or, potentially, clothes from school will be made available to student.

2nd offense After-School Detention

3rd offense In-School Suspension

* Students continuing to break dress code rules will be sent to alternative school or additional punishments will be considered.

SCHOOL SAFETY/VISITING THE SCHOOL

Parents who come to school during the school day are asked to check in the office. Once inside the entry, please press the call button to notify the office staff of your presence.

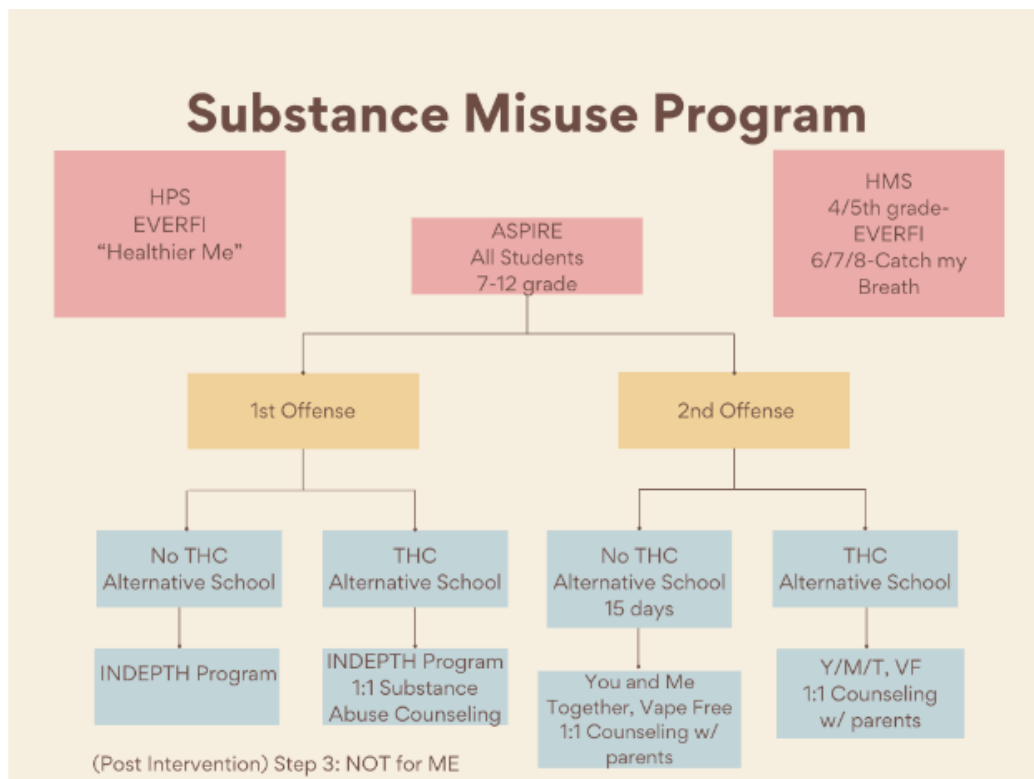
Parents who need books or need to meet with teachers are encouraged to call ahead to schedule a time for pick up or a meeting. During the school day, only the front entrance doors will be open. All other doors to the school are locked due to safety concerns, so please enter the building through the front doors. The building will be locked after 3:15pm.

TOBACCO PRODUCTS

No tobacco products, vapes, or lighters/matches are allowed on campus. An amendment was added to the "Youth Access to Tobacco Act" which says that school principals and law enforcement officials are required to write citations if they have direct evidence of a student in possession of a tobacco product. A tobacco citation states that the student must appear in juvenile court for the county in which the violation is alleged to have occurred. At the time the citation is issued, the tobacco product is to be seized as contraband. Students found in possession of a tobacco product will receive the following consequences and enroll in a substance misuse program:

- 7th/8th graders will attend 10 days of alternative school and 15 days 2nd offense.
- 4th/5th/6th graders will attend 3 days of In-School Suspension and a week for 2nd offense.

**Principal's discretion will also be used as each situation will be treated on a case-by-case basis. The Principal or Assistant Principal has the authority to amend if deemed necessary.



LEAVING CAMPUS

Students who leave the school campus during the day must be signed out in the office by parents/guardians. In order to minimize classroom disruption, students will be called from class after parents come to the office. Please try to make all personal arrangements possible concerning your son/daughter before they come to school in the morning. Every effort will be made to get phone messages to your child. However, these messages should be sent sparingly--not on an every day basis. Talk with your son/daughter about how they will travel home if school is dismissed early. It is impossible for all students to use the phone when school is dismissed early for inclement weather. Please have an action plan in advance.

- Students who leave school on the walker's bell (3:05) must leave the campus immediately.
- Parent pick up is at 2:55. Please pick your child up promptly at this time. Students are to be picked up **in the parking lot** in front of the Middle School at their designated doors.
- Fourth graders will be picked up in front of the cafeteria doors
- Fifth and sixth graders will be picked up in front of the main doors.
- Seventh and eighth graders will be picked up in front of the awning on the last hallway near the gym.
- Students who ride buses should remain in homeroom/6th period class until called.
- If a student normally riding a bus plans to go home with a friend, walk, or be picked up by someone, they should bring a parent-note to their homeroom teacher first thing in the morning explaining the changes.
- Students not picked up by 3:10pm must return inside the building and remain there until someone comes in the building to pick them up. Students should be picked up no later than **3:15pm**.

CAFETERIA RULES

Students should practice general rules of good manners while in our cafeteria. Some rules to follow in the cafeteria that would make the breakfast and lunch periods more pleasant are:

- Observe good table manners
- Leave the table and floor clean
- Return trays and utensils to proper place; put trash in proper containers
- Passing others in line is not permitted
- Refrain from running, playing, or talking loudly
- Food and drinks are not to be taken out of the cafeteria
- Be respectful and obey all adults on duty

GRADING SCALE

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

GRADING

Students will receive an average grade each nine weeks for classes in which they are enrolled. Grades are based on but not limited to participation, weekly checks, tests, projects, in-class assignments, etc. Each nine-weeks' average is a percentage toward the semester average and final average for the course. Also, students will receive a numeric grade in Reading-Language Arts, Math, Science, and Social Studies based on how they performed on the TNReady achievement tests. The TNReady test scores will be 15% of the second semester average as determined by the Huntingdon Board of Education. The Director of Schools may exclude these scores if results are not received by the district at least 5 instructional days before the end of the course. Below are the percentages that affect the final grade.

1st nine weeks average-40% toward Semester 1 average
2nd nine weeks average-40% toward Semester 1 average
Mid-term Exam-20% toward Semester 1 average

3rd nine weeks average-35% toward Semester 2 average
4th nine weeks average-35% toward Semester 2 average
TCAP grade –15% toward Semester 2 average
Final Exam-15% toward Semester 2 average

Semester 1 Average-50% toward Final Grade
Semester 2 Average-50% toward Final Grade

HONOR ROLL

In order to make the Honor Roll, a student must have all A's or B's. To qualify for the Principal's Honor Roll, a student must have all A's.

STUDENT ACTIVITY SCHEDULE

Students will participate in one activity class each day. Grades will be given for 6-8th grade students. Outlined below is a list of activity classes for each grade.

4th and 5th Grade

Physical Education
Character and Career Education
Music
Computer Applications

6th, 7th and 8th Grade

Physical Education
Character and Career Education
Computer Science
STREAM
Band

CELL PHONE & ELECTRONIC DEVICES

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, communicate, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

Students found in possession or use of cell phones/smart watches and any other electronic device not used for academic purposes is against Huntingdon Special School District board policy. If a student is found to have an electronic device at school, the following rules will be enforced:

- 1st Offense Device confiscated until the end of the school day, student can pick up, and student receives an after-school detention.
- 2nd Offense Device confiscated until the end of the school day, parent/guardian must come to school to pick up, and student receives an after-school detention.
- 3rd Offense Device confiscated, kept for 10 school days, parent/guardian must come to school to pick up, and student will receive an after-school detention.
- 4th Offense Device confiscated and kept until the end of the semester and student will be assigned *In School Suspension*.

*** Students found to have taken pictures or recorded videos with any electronic device will be subject to additional punishment.**

Penalties for possession of cell phones or electronic devices does NOT start over between semesters.

**** Lost, damaged, or stolen electronic devices are the responsibility of the individual student who owns the device. School administration will investigate any lost or stolen electronic device; however, the school is not liable for lost, stolen, or damaged electronic devices.**

PE

All students not enrolled in band will participate in physical education 2-3 times a week. Each student is encouraged to dress out in order to promote good hygiene and cleanliness. Students in grades 6-8 are required to bring a change of clothes, which may consist of shorts or sweatpants and a t-shirt. Students should wear appropriate gym shoes. No boots or sandals allowed. All P.E. clothes should adhere to the dress code policy including the length of shorts.

GUIDANCE SERVICES

Guidance services are provided to help all students with personal, academic, and behavioral problems. A teacher or the principal may refer students to the guidance counselor or school-based Carey Counseling Liaison. Parents or students may request guidance services, as well.

AFTER-SCHOOL ACTIVITIES

- All afternoon activities such as sports and extracurricular programs are for the students signed-up and involved in those activities. Other students should not stay on campus, or walk back to campus to attend these activities without the approval of the person in charge of the activities.
- Students at any school-sponsored event are subject to school authorities and officials. Misconduct will warrant disciplinary action and be at the discretion of the principal.
- Students must be present at least 2 hours that day with an excused absence to play in a game the same night or attend practice.
- Students serving at alternative school on a game day may not play in the game.

ATHLETICS

The purpose of the Huntingdon Athletic Department is to build teams that will represent the school and the community in competitive interscholastic contests. To participate, a student must abide by the rules established for team conduct. Coaches of each sport will be required to provide a code of conduct to all team members which will be signed by students and parents. Students found in violation of school rules and/or the team's code of conduct will be subject to discipline for coaches and school administration. The goal of the athletic program is to teach a winning attitude, sportsmanship, teamwork, and leadership to promote and reward excellence. Details on eligibility are available from the coach of each sport or the athletic director.

DISCIPLINE

It is expected that the self-discipline of students in the Middle School setting be adequate for classroom order. However, disruptions do occur. Discipline of students will be handled by the classroom teacher except in cases that are obviously serious or chronic. A student invites discipline any time he/she creates a distraction that interferes with the teaching-learning process or violates established HMS rules. Discipline should be seen as a means of protecting the interest of the entire school and guiding students in self-improvement. Measures usually employed by Middle School officials are outlined in the system's "Codes of Acceptable Behavior and Discipline." You will also receive grade-level specific discipline procedures at the beginning of the year. To complement the discipline measures outlined in the system handbook, the following is a general outline regarding after-school detentions.

AFTER SCHOOL DETENTIONS

Students will be required to serve an after-school detention when assigned by a teacher or principal. Students who skip detention will be required to serve an additional detention or an additional consequence deemed appropriate by school administration such as in-school suspension. (see detention notice) If your child has an appointment on the day that detention is assigned, arrangements must be made in advance of that date, or your child will be counted as skipping detention, and those rules will apply. In addition, if your child acquires an unexcused absence from school the day the after-school detention is assigned, your child will be counted as skipping detention.

Students who receive 6 or more after-school detentions will receive 1 day of in-school suspension. A detention notice will be sent home to notify the parent/guardian; however, the student will serve 1 day of ISS in place of the detention. Once students have served 3 days of ISS for separate offenses, they will be required to serve 3 consecutive days (grades 4-6) or alternative school (grades 7 and 8). Students may have previously served ISS for offenses which would count toward the 3 ISS days. The accumulation of after-school detention and ISS start over between semesters. Students who receive 5 or more after-school detentions in a semester, will not be allowed to attend intramurals during that given semester. A student that serves ISS for 3 separate offenses will not attend intramurals, and a student that attends alternative school for 2 separate offenses will also not attend intramurals.

BULLYING/INTIMIDATION

Students shall be provided a safe learning environment. It shall be a violation of school policy for any student to bully, intimidate, or create a hostile educational environment for another student. This policy covers when the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment, it is considered bullying. If an act creates a hostile educational environment or a substantial disruption to the educational environment or learning process, it may also be considered bullying. These acts may take place through electronic means, off school property, or outside of a school-sponsored activity. **Alleged victims of harassment, bullying, or intimidation shall report these incidents immediately to a teacher, counselor, or building administrator.**

The term "bullying or harassing behavior" shall be defined as any **pattern** of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that:

- a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

MISCELLANEOUS

- Chewing gum is not permitted on campus.
- Nothing is to be placed on the lockers, inside or outside. The lockers are 34 inches high, 10 $\frac{3}{4}$ inches deep and 11 $\frac{3}{4}$ inches wide. Please do not buy book bags that will not fit in this size locker. If the locker jams or will not close properly, you will be asked to carry that article to class with you. If you buy a book bag that has wheels, please make sure you are able to control the book bag. A student shares a locker with the school as co-tenant, and the school administration has the right to conduct periodic searches. Students are not to enter lockers not assigned to them. Stealing will not be tolerated.
- Only students who have teacher/staff permission will be allowed to visit the office to use the telephone. The telephone is to be used for emergencies only and permission of the principal/office staff is required. This applies to incoming and outgoing calls. Emergencies do not include lost or forgotten items.
- Students are permitted to bring clear bottles of water to use and refill at school.
- Students cannot bring visitors to school. Public displays of affection are not allowed.
- Students are not to bring items to school to sell to other students nor should party invitations be passed out at school.
- During basketball games, only players, coaches, cheerleaders, and officials are allowed on the basketball court or against the walls at either end of the gym where goals are located.
- Do not bring large amounts of money (anything valuable) to school unless necessary. Earbuds/headphones are not to be used in the hallway. They may only be used in the classroom with teacher permission.
- No motorized vehicles are allowed on campus without approval of the principal.
- Students who wish to drop band must do so at the end of the semester.
- Students should not bring toys, baseball cards, magazines, CD's, games, or play items to school. These items will be confiscated and kept until parent or guardian comes to the school to pick up. Repeated violations of this rule will result in further disciplinary actions.

Please go over these rules with your child. We appreciate your cooperation in helping us ensure your student's success at HMS.

ARRIVAL

Students should NOT arrive at school before 7:10 a.m.

- If you arrive at school before 7:50---5th, 6th, 7th, & 8th grade students, go to the gym. 4th grade students, go to the cafetorium. Students are to study or read while waiting for the homeroom bell.
- Breakfast will be served from 7:10-7:50 a.m. Eat breakfast as you arrive on campus, and then go to your designated area.
- Students who are tardy or absent from school must bring a note to the front office stating the reason for the absence and sign in. The note should include a phone number where the parent or guardian can be reached.

MAKE-UP WORK

- Upon returning from an absence, students should check with each teacher to inquire about missing assignments.
- If a student's absence is excused, the student will have 3 days to complete missed assignments or tests once they return to school.
- If an absence is unexcused, homework from the day before the absence is due upon return to school. All other assignments or tests from the date of absence are due 1 day after the assignments are received.
- Extended time for assignments may be granted per Principal discretion.
- Any work not turned in by the end of the granted time will result in a grade of zero.

HOMEWORK

When homework is given as additional practice, students are highly encouraged to use this opportunity to solidify what has been taught and practiced previously at school. Parents should check homework for completion and provide assistance if necessary. It is the student's responsibility for noting homework assignments, completing assignments, and returning to class with work and materials.

Attendance Policy

The following guidelines are to be followed:

- **If you are tardy three times in a semester (arriving after 8:00) or to class, it will warrant disciplinary action. Students tardy more than 3 times within a semester will receive an after-school detention for each tardy.**
- **Accumulation of 3 unexcused tardies and/or unexcused check-outs equal an unexcused absence towards potential truancy.**
- Students involved in school activities are considered present. However, students are required to stay on schedule with all class work and return from such activities prepared in each class. Students involved in school activities that require them to check out of school are to follow rules established for that activity. Failure to obey rules or follow check in/out times will result in dismissal/non-participation in that activity.
- Students absent for any reason must bring a note from their parent or guardian. (This includes students who sign out and leave school for only a short time). Once a student returns from an absence, a note must be sent to school within three (3) school days of the absence or the absence will be unexcused. **The note must include the reason for the absence and a telephone number where we can reach the parent or guardian.**
- After students **have missed 5 school days**, a doctor's note will be required for all future absences.
- Students accumulating **3 unexcused absences** will be notified by school officials and a doctor's note will be required for all future absences.
- If students accumulate **5 unexcused absences**, Tier I requirements from the district's progressive truancy intervention plan must be met.
- Students accumulating **7 unexcused absences** must meet Tier II requirements of the truancy intervention plan.
- Students accumulating **9 unexcused absences** must meet Tier III requirements, and failure to provide doctor's notes for any additional absence will result in truancy charges being filed in juvenile court.
- Excessive absences, even excused, could result in loss of credit.

Excused absences will be allowed for the following reasons:

1. Personal illness
2. Death in the immediate family
3. Doctor's appointment which cannot be scheduled outside school hours

Any other excused absence must have the principal's approval prior to the absence except in cases of emergency. This includes, but is not limited to, absences due to travel. Class assignments are to be completed in advance or turned in when the student returns, depending on the teacher's requirement.

Parents or guardians may take their child out of school, but the school reserves the right to determine if they are excused or unexcused absences. Students who leave during the school day must sign out and the above policies apply.

**Carroll County Schools Bus Rules for Middle and High School Students
2024-2025 School Year**

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

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

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

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

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

3RD OFFENSE PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.

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

1ST OFFENSE WARNING FROM THE DRIVER OR PRINCIPAL.

2nd OFFENSE 3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION

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

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

LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

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

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

GENERAL TECHNOLOGY GUIDELINES

Students are responsible for good behavior on school computer networks. The Internet is provided for students to conduct research and other educational endeavors. Access to network services is given to students who agree to act in a considerate, responsible manner. Access is a privilege, not a right. Please read completely HSSD Rules and Regulations for Access to Telecommunications below. A separate release form must be signed by student and parent before use of telecommunication equipment.

Huntingdon Special School District

Rules and Regulations for Access to Telecommunications
(Technology Protection Measure and Internet Safety Policy)
Networks/Acceptable Use Policy

Telecommunications networks allow access to a multitude of electronic information resources. Neither the validity, accuracy, nor appropriateness of information accessed can be completely guaranteed; however, the opinion of the Huntingdon Special School District is that the benefits from access to telecommunications in the form of information resources and opportunities for collaboration far exceed the possible disadvantages.

PROGRAM DEVELOPMENT

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer "home pages" and menus of materials that are instructionally sound. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to district curriculum. All students will be informed by the staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

STUDENT RESPONSIBILITIES

Students are responsible for appropriate behavior on computer networks just as they are in any other school setting. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and practice skills. Access to network services is provided to students who agree to act in a considerate and responsible manner. *Student signature and parent/guardian permission is required on the Student Access Release and Authorization Form.*

Individual users of district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreement they and their parent/guardians have signed.

Networked computers will be treated like school lockers. The Huntingdon Special School District reserves the right to review, monitor, and restrict information stored on or transmitted via Huntingdon Special School District equipment and to investigate suspected inappropriate use of resources.

During school, teachers will guide students toward appropriate materials. Supervising teachers will determine inappropriate use of the network. Outside school, families bear responsibility for guidance on the Internet just as they do with information sources such as television, telephones, movies, radio and other potentially offensive media.

EMPLOYEE RESPONSIBILITIES

The use of the Internet and other telecommunication networks is a privilege, not a right; inappropriate use may result in disciplinary actions as determined by the local board of education, the administrative staff and/or building level principals. Employees who are granted access must remember that they represent Huntingdon Special School District and as such, must respect the rights of others, protect the integrity of the information technology, and observe all relevant laws, regulations, and contract including software licensing agreements and copyright laws. Huntingdon Special School District reserves the right to review, monitor, and restrict information stored on or transmitted via Huntingdon Special School District equipment and to investigate suspected inappropriate use of resources.

INTERNET RULES

1. Private, commercial, or illegal use is prohibited.
 2. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients will not be transmitted.
 3. Programs that infiltrate computing systems and/or damage software components are prohibited, (i.e. SpyWare, Viruses, Worms, etc.).
 4. Files, data, or information of others will not be improperly accessed or misused.
 5. User accounts will not be shared or left open and unattended.
 6. Passwords will be issued and must not be shared. Principals or their designee may be contacted for new passwords.
 7. Backup copies of documents are the responsibility of the user.
 8. Anonymous communications are not allowed.
 9. Security violations must be reported to the appropriate staff member or principal immediately.
 10. Personal information must be given out only in an instructional context or in the performance of Huntingdon Special School District business.
 11. The illegal installation or transmission of copyrighted materials is prohibited.
 12. All files and messages are subject to Huntingdon Special School District reviews.
- (continued next page)

13. Saved documents must be deleted regularly, or saved to other appropriate media, to conserve space.

14. Malicious attempts to harm or destroy hardware, software, or data are prohibited and the offender will be dealt with according to board policy or applicable law.

Any action violating existing board policy or public law is prohibited.

(Note: Employees, Students {Parent} will be held responsible to legal authorities for any violation of public law.)

ACCESS CONTROL AT SCHOOL SITES

The building level principal must approve access to telecommunication networks based on Huntingdon Special School District instructional and/or administrative needs; example: the building level principal will have the final decision as to which classrooms/computers have access to the Internet.

In addition, for Internet access, an acceptable use policy (AUP) must be signed by each user and the parent/guardian of students. The AUP will be kept on file at the individual schools. Access to all Huntingdon Special School District networks will be terminated promptly when an employee or student leaves the school and/or district.

SANCTIONS

Violations of these rules and regulations and/or the accompanying AUP agreement will result in disciplinary actions. The following disciplinary actions have been approved by the local board of education for use by the administration when violations occur. The disciplinary actions are as follows:

STUDENT SANCTIONS:

1. Loss of privileges or access to the Internet for four (4) weeks and a student, parent/guardian conference with the building level principal.
2. In-school suspension for a period of three (3) days and a conference with the student, parent/guardian, and building level principal.
3. Alternative School for ten (10) days, letter to parents. Student will not be able to use device for the next semester.

EMPLOYEE SANCTIONS:

1. Official letter of reprimand in employee's personnel file.
2. A hearing before the local school board.

HMS Library Policies

Damaged or Lost Book Fees:

- Fees will be applied for books that are damaged or not returned to the library.
- The fee will be the cost of the book at the time it was purchased.

Book Levels:

- Fiction books are leveled:
 - ◇ UG-Upper Grade
 - ◇ MG- Middle Grade
 - ◇ LG- Lower Grade
- Students in grades 4-5 will be allowed to check out UG books by sending a note stating the student's name and the title of the book.
- Nonfiction books are not leveled and will be checked out at student's discretion.

Kindles:

- Students in grades 7-8 will be allowed to check out Kindles.
- Students are not permitted to load material onto Kindle devices.
- Kindles should be handled with care. Do not expose them to extreme heat/cold, or drop them.
- Devices that are damaged or lost will carry a fee of \$100.00.
- Students are expected to follow district policy for *Acceptable Use* when using these devices even when off of school grounds.

Plagiarism

Intention:

Huntingdon Middle School's mission is to provide an educational environment where students can develop the skills needed to be productive in a college or career path. The faculty and staff at HMS believe that it is important to have a clear policy addressing plagiarism and all other academic cheating.

Definition:

Huntingdon Middle School defines cheating and/or plagiarism as the "borrowing" or "copying" of someone else's words and attempting to pass it off as your own.

Plagiarism involves all of the following:

- Stealing and passing off (the ideas or words of another) as one's own
- Using another's work without crediting the source
- Presenting as new and original when the work derived from an existing source

In class, plagiarism might involve one or more of the following:

- Turning in someone else's work as one's own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of the quotation
- Changing a few words but copying the major portion of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of one's work whether one gives credit or not

Consequences:

In the event that plagiarism is detected, the student will be given two weeks to recomplete the assignment on his/her own. Class time will not be used for the recompletion of a plagiarized assignment. The student will receive a 70 after recompletion as long as no plagiarism is detected.

If a student is caught plagiarizing a second time, the student will receive a zero for the assignment with no opportunity to recomplete the assignment.

Important Health Information: Please Keep for Future Reference
From the desk of the School Nurse

Dear Huntingdon Parents,

Greetings from the school nurse! Welcome to all new and returning families. As your school nurse, I enjoy the very special privilege of caring for your child.

Please take a few minutes from your busy day to note some very important information that will help me provide the best care and service to your family.

Medication: I am happy to assist student who need medications at school, and request that all medications be brought to school by a parent, guardian or designated adult – not a child for reasons of safety. Medications, both prescription and over-the-counter, will require written consent and dosage instructions by a parent or guardian. **Please read the following page for more information about HSSD’s Medication Policy.**

First Aid for illness and injury: We make every effort to safeguard your child’s health at school. In the event of a serious accident or emergency, you will be contacted immediately. When a parent or guardian cannot be reached, the student will be transported by ambulance to an appropriate medical facility and accompanied by a nurse, administrator or designated faculty member. **To ensure optimum care, it is important to update us continually with new phone numbers, changes in your child’s health, new medications, or anything else that impacts his or her well-being at school.**

Control of Communicable Disease and Illness: Your child’s good health is important to me! Hygiene and health are taught and emphasized throughout the year. I will periodically send home information about what’s “going around” and will share tips to keep your family well. Please call or see me whenever you are not certain about sending your child to school. In the following text is specific illness policy information to guide you. **For example, it is vital that students with fever greater than 100 degrees stay home and rest for at least 24 hours.**

You are encouraged to share any concerns or problems relevant to your child’s health. If you have any questions or would like to meet with me, please do not hesitate to call me at the middle school at 731-986-2175.

Best wishes for a fantastic school year.

Jessica Trevathan
School Nurse

HSSD Health Guidelines Summary

ATTENDANCE POLICY FOR ILLNESS

Please do not send your child to school if any of the following symptoms or signs are present in the previous twenty-four hours:

- Elevated temperature (100.4 degrees or greater)
- Acute cold, sore throat, or persistent cough
- Vomiting, nausea, or severe abdominal pain
- Repeated diarrhea
- Pus-like discharge from the nose or eyes, or red or inflamed eyes/lids
- Suspected and untreated impetigo, scabies, lice or ringworm

Please contact the school nurse when you are not sure if your child is well enough to attend school. Also, it is wise to contact her when your child is on the “borderline” of being ill. (Be sure to let the school know where you may be contacted in case your child’s condition worsens.) **SPECIAL NOTE:** If your child complains often of headaches or stomachaches or frequently does not feel well, please notify your physician or health care provider.

MEDICATION POLICY

We are happy to assist students who need medication at school, and for safety reasons ask for the utmost compliance and cooperation regarding specific district and state requirements. Our district will offer over-the-counter medications **for emergency use only**. If your child has a chronic medical condition that would require them to take over-the-counter medications such as Tylenol, Motrin, Orajel, or antihistamines (Zyrtec), we strongly suggest checking in a personal bottle of medication at the beginning of the school year with the school nurse. We will not be able to offer over-the-counter medications for emergency use only if these services are utilized for chronic conditions and supplies are rapidly depleted. Thank you for your cooperation and allowing us to care for your child.

Medications must be:

- In the original, properly labeled container (no baggies or envelopes, please!)
- Up-to-date (check expiration date before bringing it to school)
- Age appropriate in dosage

Injectable Medications:

- May only be given at school for life-threatening/urgent conditions (for example, epinephrine for severe allergic reaction or insulin for diabetes management)
- Must have parent and physician authorization on file (Medication card and physician form are available at each school)
- May only be administered by a nurse (or specially trained school designee)

“Controlled” Medications: Ritalin, Dexedrine and Adderall and all other “controlled” medications must be brought to the clinic by a parent, guardian, or responsible adult. Please do not send these medications to school with your child because of modern safety concerns. All controlled medications are counted and locked in a secure cabinet.

Asthma Inhalers: “Rescue” inhalers for asthma (such as Albuterol/Ventolin) may be carried by older, responsible students who have both parent *and* **physician consent in writing**.

Aspirin Products: The nurse may not administer *aspirin* or any *aspirin-containing* product without written physician consent for students who are 18 and under. Aspirin usage by children and adolescents has been associated with the often fatal, REYE’S SYNDROME.

SPECIAL REMINDER: For reasons of safety, parents, guardians or other designated adults will need to bring medications to school. A parent, guardian, or other responsible adult will also need to pick these up at the end of the school year.

Consent for RTI Screenings and Intervention

New Federal laws have directed schools to focus more on screening all children earlier to address problems sooner, before the child is so far behind that a referral to special education is warranted. By that time many children have missed important intervention time and fall further behind.

Simply, 'Response to Intervention' (RTI) refers to identifying how well your child responds to different types of teaching. The essential elements of an RTI approach are: the provision of scientific, research-based instruction and interventions in general education; monitoring and measurement of student progress in response to instruction and interventions; and the use of these measures of student progress to shape instruction and make educational decisions.

We want to inform you that screening assessments will be performed to assist in determining the best possible instructional needs for your child in the areas of reading.

Different screening procedures and appropriate educational tests may be performed depending on your child's reading scores. Information from this will be exchanged between your child's teacher, the RTI Coordinator, and the school psychologist. Anything revealed in the process may be included in a report that may be written. You will receive a copy and be updated on your child's progress and screening results. Your child's results will not be shared with anyone else without a signed release. You have the right to limit or revoke the release at any time.

Beta Club Rules

1. To be eligible to join the Beta Club, a student must be in 7th or 8th grade and have a semester average of 85 or above in all subjects with no U or F on the report card.
2. A nine-week grade of C or D will place any member on academic probation. If the same member receives another C or D the next grading period in any subject, the member is expelled from the club.
3. A period grade of F on the report card results in immediate expulsion.
4. A U in any subject puts a member on probation, and a U received during the following grading period results in expulsion.
5. During the time a member is on academic probation, he/she is not eligible to participate in any extra activities of the club.
6. Members in good standing at the end of the 7th grade year will automatically be members in the 8th grade and do not pay the national membership dues again.
7. Seventh graders who are expelled may rejoin in the 8th grade if they meet the guidelines and pay dues again.
8. If a member receives a detention for any reason, the member is on probation. If the member receives two or more detentions in the same nine weeks, then the member is expelled from the club.
9. If a member has to attend ISS or alternative school for any reason, the member is expelled from the club.
10. Beta students are held to higher standards. Our mission: ***To promote the ideals of academic achievement, character, service, and leadership among elementary and secondary school students.***

All teachers and paraprofessionals at Huntingdon Middle School are Highly Qualified. Should you desire any information as to the qualifications of your child's teacher(s) and/or paraprofessional, please contact the school.

The following policy is issued for the guidance of all students and personnel:

Huntingdon Middle School and the Huntingdon Special School District encourage parental involvement. Parents are encouraged to seek admission and to enroll students in programs for which they meet eligibility standards, including those sponsored by all federal projects. Please contact the school principal regarding these programs.

Huntingdon Special School District receives program funding and opportunities from the following: Huntingdon Special School District, Title I, Carl Perkins, Vocational Education, Special Education, Stewart B. McKinney Education for Homeless Children and Youth, TN Extended Learning Programs, TN Learn and Serve, Safe and Drug Free School and Communities, and Lottery for Education: After-school Programs.

NOTICE DISCRIMINATION DISCLAIMER

"No person shall be denied employment, be excluded from participation in, be the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religious belief, national origin, ethnic group, age or disabling condition." No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. Inquiries concerning the above should be directed to Dr. Kee at (731-986-2222).

Renuncia de Discriminacion: De acuerdo con el titulo VI de la ley de los derechos civiles do 1964, con el titulo IX, m don 504, la politica siguiente es para la direccion de todos los estudiantes y los empleados dentrol de todas las escuelas en Huntingdon Special School District. A ninguna persona se le negara empleo, ni sera excluida de participacion, ni se le negaran beneficios, ni ser sujeta a discriminacion en ningun programs, ni actividad a base de su sexo, religion, creencia, origena national, grupo etnico, sin casa , ni condicion de incapacidad. Preguntas con respecto a lo de arriba, deben ser dirigidas al Srta. Jonathan Kee (731-986-2222)