

# Maury Middle School

## Student Handbook

### 2021-2022



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*Maury Middle School and the Jefferson County School System do not  
discriminate on the basis of race, ethnicity, national origin, gender, or disability.  
in any of their programs, practices, or activities.*

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## WELCOME

Welcome to a new school year at Maury Middle School! We are excited about the coming year and look forward to working with you to help your children grow academically, socially, and emotionally. At Maury, we believe that this partnership is extremely important in a child’s educational success. Communication is the key to that success, and this handbook is intended as one way to promote communication.

Please review the information in this handbook carefully. Important guidelines, policies, and procedures used in Jefferson County Schools and at Maury Middle School have been included for your easy reference. Please note that the information in this student handbook is not inclusive of all Jefferson County School Board policies and is subject to change through administrative decision and/or school board action.

If you have any questions or need clarification for any policy or procedure, please feel free to contact the school. The staff of Maury Middle School looks forward to an exciting and successful year for our students and their families.

### JEFFERSON COUNTY AND MAURY MIDDLE SCHOOL MISSION AND VISION

**Jefferson County Schools’ Mission:** *Success and productivity for every student in Jefferson County.*

**Jefferson County Schools’ Vision:** *We will ensure success for every student through high quality, standards-based curriculum, highly effective instruction, balanced and reliable measurement, and targeted response to learning.*

**MMS Motto:** *Expect success...Every day. Every student. Everywhere.*

### MAURY MIDDLE SCHOOL SCHEDULE AND HOURS

Doors will be unlocked at 7:15 each morning for early student drop-off. **Students should not be dropped off and will not be allowed to enter the building before 7:15.** Upon entering the building, students must report to the gym and sit in their assigned areas or report to the cafeteria for breakfast. They may not go to lockers or other areas of the building during this time. Breakfast begins at 7:15. Students who go to breakfast will remain in the cafeteria until dismissal at 8:00.

Students who arrive at school after 8:07 will be considered tardy and must report to the main office with a parent/guardian to receive an admit slip to class. **At 8:07 all outside doors except the main entrance will be locked, and students who are tardy will be required to come through the front office and be signed in by the person dropping them off. After 5 unexcused tardies, students will receive an office referral.**

#### **Class Schedule**

First Period.....	8:07-9:15
Second Period .....	9:19-10:27
Third Period/Intervention .....	10:31-11:01
Fourth Period/Lunch .....	11:05-12:41
Fifth Period .....	12:45-1:53
Sixth Period .....	1:57-3:10

First Load Bus Dismissal.....	3:10
Walkers/Car Riders Dismissal .....	3:15
Second Load Bus Riders.....	3:45 (approximately)

## PURPOSE OF HANDBOOK

This handbook has been prepared as a guide and source of information for the following purposes:

- To develop a code for students.
- To provide direction for self-discipline and a desirable self-image.
- To enter into a partnership with the home in sharing responsibility.
- To assist in making decisions.
- To keep the community informed and supportive.
- To provide information on school policies and procedures.

## GENERAL INFORMATION AND PROCEDURES

### Assemblies

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment—unlike radio, television, or movies—the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, and booing are discourteous and therefore not permitted. Yelling is appropriate only at pep rallies.

### Cafeteria

Breakfast and lunch are offered daily in our cafeteria for a nominal cost. Every effort should be made not to charge meals; however, in such cases lunch and breakfast charges shall not exceed five (5) days in length per student. After the fifth day of charges, the student will not be permitted any more charges, and administrative approval will be required until charges are paid. After five days of charges, students will be given an alternative meal (sandwich and milk) and their account will be charged for this (Board Policy 3.500).

Free or reduced meal prices are available to those students who meet the criteria. Applications for free/reduced meals are available in the main office and must be approved by the administration. Extra items (such as chips or ice cream) are also available for purchase but are to be paid with cash only and do not qualify as part of the free/reduced menu.

Parents may pay for their children's lunch online through My Payments Plus. Go to [jc-tn.net](http://jc-tn.net), and under the District section, click on "Pay lunch accounts here." This will take parents to the My Payments website, where an account can be set up. Please call the school if there are any questions.

Students are not allowed to have food from outside vendors in the cafeteria. Additionally, students may not bring sodas or energy drinks to school, as carbonated drinks often explode.

### Care of School Property

Students are responsible for the proper care of all books, supplies, technology, and furniture supplied by the school. Students who disfigure property, break windows, or cause damage to school property or equipment will be required to pay for the damage or to replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension or dismissal from school.

**Change of Address or Telephone Number**

Any student having a change in address or telephone number should inform the office immediately.

**Clinic**

A school nurse is available to assist students with medical needs. Medications should be kept in the clinic with the nurse unless otherwise directed in writing by a medical doctor. Parents, **not students**, should bring in medications. Students found in possession of medications will be disciplined according to school policy.

The nurse uses a set of nursing guidelines to determine whether students should be sent home due to illness. Whenever possible, students will be treated and released back to class. Additionally, an online medical service (eMDAnywhere) provides access to a nurse practitioner electronically. The school nurse can provide additional information to any parent interested.

**Computers/One-to-One Technology**

Students will be assigned a computer when they enter Maury Middle School in much the same way they are assigned textbooks. Students and parents must agree to the terms set forth in the Terms of Use and Device Agreements each year, and additionally must abide by all Maury Middle School rules with regard to use of devices. Students will be offered the opportunity to purchase a protection plan each year to cover the cost of accidental damage. Any intentional and/or malicious damage will NOT be covered by this plan, and students who cause this type of damage will be disciplined according to the Assertive Discipline Plan.

**Dances**

School dances will be held periodically throughout the year. Only Maury Middle School students are permitted at dances; no guests will be allowed. Students are expected to follow all school rules and dress code regulations will be enforced. If a student is absent from school on the day of the dance, he/she will not be allowed to attend the dance. Students must be picked up on school property; students who are not picked up on time will not be allowed to attend the next dance. For safety reasons, students may not walk home from dances.

**Dismissal Procedures**

The academic day ends at 3:10. No early dismissals will be allowed after 2:45. A bell will ring at 3:10 to dismiss first load buses only; these students will exit through the front doors and load buses. It is very important that a student ride the appropriate bus so that he/she does not miss the next bus at one of the elementary schools.

At 3:15 the first load buses will depart; at this time walkers, car riders, and second load bus riders will be dismissed by bell. Walkers must have parent permission on file in the office before being allowed to walk home. A form is available in the front office. Students are not allowed to walk to nearby businesses or cars waiting off campus.

Car riders will report to the cafeteria and sit quietly so they can hear when their names are called. Students will be called out onto the sidewalk on the east end of the school by the art room, and they must wait to load their cars until cars are stopped in the loading area. Because of safety concerns, students will not be allowed to walk down the side of the building to load cars. *Per Board Policy 3.401, all students who are car riders must be picked up at their school of origin and may not ride a bus to another school for car rider pickup there. Violations are subject to disciplinary action.*

Second load bus riders will be dismissed to the gym to wait for their buses. Second load buses will arrive at approximately 3:45.

No student will be allowed to be picked up in the lower parking lot.

***Note: A student going home by any other means than his/her normal transportation must have a note signed and dated by a parent/guardian. This note should be turned in to the student's first period teacher. Office staff***

*will verify the change and return the note to the student at the end of the day. Students must show these notes to the bus driver before getting on a bus.*

### **Field Trips (Board Policy 4.302)**

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular student group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost — Cost per student shall not be calculated so as to include the payment of the cost of any school personnel, or others, except the sponsor(s) of the group or club which takes the trip.

Field trips that reward students may be planned by staff each semester. Students may only attend these field trips if they meet the requirements set forth regarding attendance, academics, and discipline (see Attendance, Discipline, and Homework for more information). Requirements for reward field trips will be set by a school committee. Administration reserves the right to determine other restrictions for field trips on a case-by-case basis.

### **Guidance Office**

Mrs. Julie Allen (last names A-L) and Mrs. Kate Williams (last names M-Z) provide counseling and support services for students at Maury. Students must make an appointment and have classroom teacher permission before visiting the counselors. Every effort will be made to see students during their PE or related arts time.

### **Hallways**

Students should move through the hallways in an orderly fashion at all times in order to keep disruption of learning to a minimum. **Horseplay will not be tolerated, and these behaviors will result in disciplinary action.**

Students shall not be in the hallways during class without a pass from their classroom teacher. Students out of class without a pass will be escorted back to their respective class. Students should always ask the teacher to issue a pass and sign out prior to leaving the classroom. Students should be in the hallway during class in emergencies only or on official classroom business, such as going to the library or office.

***NOTE: No student should be in the hallways before or after school hours without administrative approval.***

### **Internet Usage (Board Policy 4.406)**

The Board supports the right of staff and students to have reasonable access to various information formats and believes it incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

The director of schools shall develop and implement procedures for appropriate Internet use by students.

Procedures shall address the following: 1. General rules and ethics of Internet use. 2. Prohibited or illegal activities, including, but not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files

- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed at kindergarten entry, at 6th grade entry and at 9th grade entry. It should be kept on file as a legal binding document. In order to rescind the agreement, the student's parent/guardian ( or the student who is at least 18 years old) must provide the director of schools with a written request.

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system unless used for legitimate educational purposes. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.<sup>3</sup> Students may establish an email account through state or district approved sites for specific educational assignments monitored by faculty (i.e. college for TN). Email addresses will be subject to the District's policies in addition to any other terms of service.

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District. (Note: Please visit the School Board tab to see entire policy).

## **Library**

The goal of the library is to provide resources for classroom and individual use in sufficient quantity, quality, and variety to implement the instructional program in all areas, and to support the development of the user.

Maury students go to the library as a part of the Related Arts curriculum. The library is also open at other times for students to work individually, in small groups, or in a particular academic class. Books are borrowed for two (2) weeks at a time with one renewal. Library skills, reference skills, and research skills are taught individually and in groups. Lost or damaged books must be paid for by the end of the school year. Students who owe books/fines will not be permitted to attend special activities or field trips.

## **Lockers (TCA 49-6-4203c)**

Lockers are available for all Maury students. Lockers will be assigned at the beginning of the school year by homeroom teachers. A student may use only his/her locker, and may not have access to any additional lockers or other students' lockers. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. No one should leave class to go to his/her locker except with special permission. All school property, including lockers and storage areas, are subject to search for good cause.

Student backpacks must be kept in student lockers. For safety reasons, students may NOT carry backpacks to classes during the day.

It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Locks purchased by the school will be loaned to students. These locks are a requirement and must remain secured on lockers. A student may be required to pay for a lock that has been lost or damaged.

## **Main Office**

Students and/or parents must report to the main office to do the following things:

- Enroll in school (student must be accompanied by parent/legal guardian)
- Turn in a note for an absence

- Check in (if tardy for first period)/check out for early dismissal (must be accompanied by parent/legal guardian)
- Report a student accident
- Obtain an application for free/reduced meals
- Check for lost items
- Obtain insurance forms
- Withdraw from school (must be accompanied by parent/legal guardian)

Students must have permission from teachers to come to the office, and they will not be allowed to go past the front desk without permission.

### **Medicines (*Board Policy 6.405*)**

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's 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 will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma). Students in violation of this policy will be disciplined accordingly.

### **Parents/Visitors**

All parents and visitors must sign in at the office first. For the protection of our students, our front doors will be locked at 8:07 each morning. We must insist that all visitors enter the building by the exterior front door and immediately go to the office to sign in and receive a visitor's pass. Parents and visitors who do not sign in will be requested to return to the office to do so. Students will only be called to the office to see a visitor in cases of extreme emergency.

Students may not bring guests to our school.

Parents may NOT go into their child's classroom during the school day to speak with a teacher, as this interrupts the instructional program. They may request an appointment by calling the school, sending a note, or emailing the teacher.

Parents may NOT go into a classroom at the beginning or the end of the day. This time is dedicated to preparation for the day and other necessary tasks. Immediate concerns will be relayed to teachers by the office staff, and teachers will respond as soon as possible.

In the middle school setting, we do not allow parents to eat lunch at school with students.

### **Parking**

Parking will be allowed in the front of the building or lower parking lot only.

Because of traffic and parking limitations, parents are urged to leave students at designated entrances during morning drop-off. Parents will not be permitted to park in the front to drop off/pick up their children during regular drop-off/pick-up times.

In the afternoons, no visitors should be parked in the front of the school between 2:45 P.M. and 3:45 P.M. This is a bus loading zone and must be kept open for buses. Car riders will be dismissed at 3:15 P.M. from the cafeteria/side entrance. Students may NOT be picked up in the lower parking lot or at local businesses.

Please DO NOT drive through the FRONT parking lot while buses are loading or unloading, as there are children moving through that parking lot. State law requires all vehicles to stop if the school bus stop sign is displayed.

### **P.R.I.D.E.**

P.R.I.D.E. stands for Promoting Responsibility in Daily Education. The goals of P.R.I.D.E. are to teach students to be respectful and responsible and reward them for doing so. Respect and responsibility include appropriate behavior, completing and turning in work, and attending school regularly. Incentive activities, such as field trips and other activities, will be scheduled throughout the year to reward students who exhibit these characteristics. The P.R.I.D.E. committee will determine requirements for participation in reward activities and will disseminate this information to parents and students each year.

Through the P.R.I.D.E. program and the guidance department, lessons are designed and delivered to teach students how to treat others and how to deal with situations involving bullying and harassment.

### **Sale of Items/Advertising**

School pictures and yearbooks are available at appropriate times of the year. The price of these items is determined by the cost of production. Fundraising sales are held as needed on a school-wide basis and by designated school groups and clubs. Students are not permitted to sell items of their own or to raise funds for other organizations during the school day or on school property, including school buses.

Flyers or other types of advertising from groups not affiliated with the school will not be allowed except with express approval of the Director of Schools.

### **School Closings and Delays**

In the event of severe weather, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. This situation will be announced over local radio and television stations, the Blackboard Alert System, as well as posted on the Jefferson County Schools website, <http://jc-schools.net>. If no report is heard, one can assume that school will be in session on regular schedule. **Please do not call the school.** Telephone lines must remain open for emergencies.

### **School Fees**

Some consumable materials and general supplies for classroom use must be purchased by the school. These items and other necessary school expenses are supplemented by a school fee, which is currently \$20.00. This fee includes a \$5.00 technology fee.

### **School Insurance**

Accident insurance is available for our students. Applications and information brochures will be sent home with the students during the first week of school.

### **School Safety**

Everyone has a responsibility for maintaining a safe and orderly learning environment at school. These rights and responsibilities are listed below:

***Students have a responsibility to report to their teacher or principal:***

- Any student threats of violence, either direct or indirect.
- Any knowledge of alcohol, drugs, or weapons at school.
- Any suspicious/unknown person in or around the school.
- Any student use of gang symbolism.
- Any student issue involving bullying.

***Administrators will report or cause to be reported to a child's parent:***

- Any violence or threats of violence from/or to the child.
- Any violation of tobacco, alcohol, drugs, or weapons policies by the child.
- Any student who leaves the school grounds without permission.

**Student Deliveries/Parties**

In order to maintain a safe environment and prevent disruption of the school day, deliveries (flowers, balloons, singing telegrams, etc.) to students will NOT be allowed. Birthday parties are not permitted. Food and/or drinks sent to school for the purpose of celebrating a birthday will not be permitted. Special events and activities that correlate with subject material may be held at the discretion of the administration.

**Student Valuables**

Students are cautioned not to bring large amounts of money, expensive jewelry, radios, cameras, etc. to school, or leave money or other valuables in lockers or in the P.E. dressing rooms. Maury Middle School is not responsible for articles stolen or lost at school.

**Student Withdrawal from School**

When a student withdraws from school, regardless of the reason, the parent/legal guardian must come to the office to complete appropriate paperwork. A student transfer form must be completed and signed by all the student's teachers and anyone else on the staff who might reasonably have a claim on fees, monies, books, and/or materials. A Release of Records form should be filled out and signed by the parent/guardian. This procedure provides a smoother transition to the new school.

**Telephone Messages**

Telephone messages will be relayed to students at the end of the day for emergencies only. Students should make arrangements with parents regarding transportation, destination, or other plans before leaving home.

**Textbooks**

Textbooks are provided to each student at no cost to the student. Students are accountable for all free textbooks. Students will be required to reimburse the Jefferson County School System for any books that are damaged, destroyed, stolen, or misplaced. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Classroom teachers and the librarian make the decisions regarding book damage.

**ACADEMIC PROGRAM****Child Custody/Parental Access (*Board Policy 6.209*)**

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the

non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records, including but not limited to, the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

- The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
- The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

**Grading Scale (Grades 3-12)** <http://jc-schools.net/Grading Policy.pdf>

Grade	Scale	Percent Range
A	4.0	93-100
B	3.0	85-92
C	2.0	75-84
D	1.0	70-74
F	0.0	0-69

### Homework

Homework is often a necessary extension of classroom learning. Teachers may give assignments for a variety of purposes, and students are expected to bring homework assignments back to class according to the due date given by the teacher. Students who do not complete assignments may be assigned to Lunch and Learn until the assignment is turned in. After 2 Lunch and Learn visits for the same assignment, students will be given a zero. After 3 Lunch and Learn visits during any nine weeks, students will not be allowed to participate in the 9 weeks reward (which includes field trips at the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks). After 6 Lunch and Learn visits in a semester, students will receive an office referral. Additionally, students who do not show up to an assigned Lunch and Learn or who do not bring back signed Lunch and Learn forms will receive disciplinary action.

### Interventions

In accordance with state guidelines, all MMS students will be screened through a universal process to determine what types of academic interventions must be made. An intervention time has been added to the schedule, and all students will receive focused instruction according to their needs during this time.

### Make-Up Work (*Board Policy 6.200*)

Students who have an absence are required to make up any work that they have missed. ***Arranging to make up work is the responsibility of the student immediately upon his/her return.*** In the event of an extended absence, special arrangements may be made through the office and/or the student's homeroom teacher regarding make-up work. A zero or incomplete will be recorded for work that a student fails to make up.

### Parent Conferences

There are two designated conference dates during the school year for the purpose of discussing student progress or other pertinent information. Parents who would like to request additional meetings may make appointments for

conferences with teachers by calling the school or sending a note to the teacher. Conferences shall be physically accessible to all students, parents and/or guardians.

### **Reporting Student Progress (*Board Policy 4.601*)**

Student progress reports shall be provided at least once every 9 weeks for grades K-12. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.

Student progress reports shall indicate the students' conduct, attendance and academic progress, and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. All students in grades K-12 shall receive an informal midterm progress report at the mid-point of each nine-week instructional period. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

A supplemental letter of personal consultation may be used when a teacher desires to give some explanation not covered by other reporting methods.

Parents may check their child's grades online by going to <http://jc-schools.net> and clicking on the Aspen link in the lower left side of the webpage. Parents may log in as follows:

- Username: firstname.lastname (official first name and last name of the student)
- Password: student's lunch number

If parents experience trouble logging in, they should contact the school for help.

### **Student Planners**

Maury Middle School purchases student planners each year for every student in the building. These planners are an important aspect in teaching students to be organized and responsible. All students are expected to use their planners to keep up with daily assignments through the week, but also are encouraged to use them to keep up with non-school activities as well.

### **Testing Programs (*Board Policy 4.700*)**

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement;
9. Assist in educational research by providing data.

State-mandated student testing programs (TN Ready) shall be undertaken in accordance with procedures published by the State Department of Education. The TN Ready will be administered in the spring of each school year and will include a writing assessment for English/Language Arts, as well as assessments for Math, English/Language Arts, Science, and Social Studies. These assessments will be scheduled for late April/early May. Updates will be available at <http://jc-schools.net> or on MMS's website, [mms.jc-schools.net](http://mms.jc-schools.net). TN Ready scores shall be included as 15% of students' final grades, unless scores are not received at least five days before the end of the course.

Other tests may be given as requested by students, teachers, or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

### **Technology**

Technology has become an essential part of our school as we move through the 21st Century. In order to be prepared for the future, students must have the skills for the 21st century and as much experience and training as possible in the field of technology. Each classroom is equipped with several types of equipment, including interactive Promethean boards. There are currently two computer labs in our school and each student will be assigned a computer for use throughout the school year. Students and parents must acknowledge and sign the Use of Technology Agreement and all device agreements before being allowed to use a school computer. Student misuse/abuse of technology will result in disciplinary action.

## **ATTENDANCE**

### **Tennessee Law**

The Compulsory Attendance Law (TCA 49-6-3007; 49-6-3001) requires that all children in Tennessee, six years old to seventeen years old shall attend school continuously. Also, the law affirms that the primary responsibility for regular attendance resides with the parents and/or guardians.

### **Jefferson County Board of Education Policy (Board Policy 6.200)**

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Students participating in school-sponsored activities, whether on- or off-campus, shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised. ***NOTE: A student attending a school-sponsored activity is counted as attending school and is responsible for all school-work missed.***

Late arrivals/early dismissals disrupt the learning day and are strongly discouraged. Such arrivals/dismissals will be permitted for the following reasons only:

1. In case of emergencies;
2. With a valid doctor's appointment;
3. With a validation of funeral attendance of immediate family including parent,

grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle, or aunt.

***NOTE:*** Any student arriving late or leaving early must be signed in/out through the front office according to Board Policy 6.208 (see “Release During School Hours”). MMS requires a parent/guardian to sign the student in.

Clock time for unexcused late arrivals or unapproved early dismissals will accumulate on the student's attendance record and will be considered as part of the student's aggregate days missed as determined by the school calendar. These aggregate days may be reported to parents for five (5) day notifications and to the attendance officer for ten (10) day notifications in compliance with Compulsory School Attendance Law.

## **Truancy**

### *General*

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 system 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 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 Intervention Plan*

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

#### Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. Each school will initiate a referral process for students of concern due to attendance.
2. A conference with the student and the student's parent(s)/guardian(s);
3. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or 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; and
4. Regularly scheduled follow-up meetings to discuss the student's progress.

#### Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, the attendance contract will be initiated or updated with the parent/guardian and student.

Also under this tier, a school employee may 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

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

### **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 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.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

### **Maury Middle School Policy**

Students are expected to be at school by 8:00 each morning. *Students who arrive after 8:07 will be required to come through the front office and be signed in by the person dropping them off. After 5 unexcused tardies, students will receive an office referral.*

### **Assignment of Students (Board Policy 6.205)**

#### ***To schools:***

Students, including those in kindergarten, are expected to attend the school in the school zone to which they are assigned by virtue of the residence of their legal and/or custodial parent(s). Residence is defined as the location of property where the student lives in a dwelling with the parent on a daily basis, eating meals, sleeping, playing and performing what are considered routine family activities.

An application to attend school outside a student's zone of residence must be submitted to the principal. Permission will be considered under the following conditions:

- The student's attendance will not cause the student/teacher ratio to exceed the state guidelines in the class or grade-level for the out-of-zone school.
- The parent will provide regular daily transportation to and from school.
- The receiving principal agrees that the enrollment of the student will not adversely affect the efficiency of the operation of the school.

- The director shall establish specific procedures for such enrollment.

***To classes:***

The principal shall be responsible for assigning all students to classes. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

**Attendance of Non-Resident Students (*Board Policy 6.204*)**

Only students residing within the boundaries of Jefferson County will be eligible for enrollment. However, under specific conditions a student residing outside the boundaries of Jefferson County may attend schools within the school system with approval of the director of schools. For more specific information, please see Board Policy 6.204 under School Board at [www.jc-schools.net](http://www.jc-schools.net).

**Release during School Hours (*Board Policy 6.208*)**

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
3. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
4. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - b. The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.

**Transfers within the System (*Board Policy 6.206*)**

Transfer students will meet the same enrollment requirements as new students.

Students whose families change their residence to another school zone within the county after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school zone. The director of schools may grant other exceptions to this policy for good and sufficient reasons.

Students who are attending Maury Middle School out-of-zone must request approval for this in writing to the Director of Schools in the spring of each school year they are attending MMS. Approval for out-of-zone attendance at MMS will be dependent on the student's grades, attendance, and discipline. Students who are not in good standing in these areas may be asked to return to their zoned school.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designated representative.

In the case of elementary school students, the examination shall cover the last grade completed.

If pupils are admitted to approved schools from unapproved schools by examination, it shall be the duty of the principal thus receiving them to keep the examination papers on file for a period of at least one year.

Students who are suspended from one school in Jefferson County cannot enter another school in Jefferson County.

## STUDENT CONDUCT

The Board of Education believes that acceptable behavior is an essential ingredient of an effective educational program. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both inside and outside the classroom and to help students develop self-discipline and self-direction. To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. Such measures include use of reasonable force to restrain or correct students and maintain order.

### GENERAL DISCIPLINE POLICY

Maury Middle School utilizes an Assertive Discipline Program. Students should be sure to familiarize themselves with this process. This program is designed to alter the behavior of students who choose not to conduct themselves in a positive manner. The basic purpose of assertive discipline is to create a setting where teachers can teach and students can learn. This requires respect between students and teachers, so that the rights of both groups are not violated. To help teachers and students understand the underlying principles of assertive discipline, Maury Middle School has developed the following school-wide rules:

1. Be Responsible
  - Stay on task.
  - Complete assignments.
  - Keep hands and feet to self.
2. Be Respectful
  - Be tolerant of differences.
  - Be considerate of the feelings of others.
  - Deal peacefully with anger, insults, and disagreements.
3. Be Ready
  - Bring all materials to class.
  - Be in the classroom when the tardy bell rings.
  - Tune in [to learning] and tune out [distractions].

Rather than an exhaustive list, these rules should be considered guidelines. While special points are made with each guideline, all behaviors can be classified under one of these guidelines.

### Assertive Discipline Plan: Explanation of Process

The PURPOSE of this plan is to establish a clear and consistent hierarchy of consequences to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. The principals, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of consequences ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended.

### *Classroom-Level Discipline*

In order to protect the learning of all students, each teacher shall have the right to discipline students according to his/her classroom discipline plan. For each violation of classroom rules, a student will receive a write-up and a

corresponding consequence; consequences will be the teacher's decision. Two classroom write-ups within the same class period in one day will result in the student receiving a "Refocus" period (one period in ISS) as a consequence.

The teacher will contact parents when behaviors become frequent or if the nature of the behavior warrants contact. Once a student has committed five violations of classroom rules within a semester, he/she will receive an office referral and be sent to an administrator. Classroom write-ups start over at the beginning of each semester.

A teacher may refer a student to the office automatically if the student commits a severe classroom disruption (e.g., overt refusal to obey, severe disrespect, fighting, vandalism, or any other action which prevents the class from functioning).

**NOTE: Any adult working in the building has the right to direct student behavior and the responsibility to administer appropriate consequences when students choose not to follow their direction.**

### ***Administrative-Level Discipline/Office Referrals***

Administrative discipline (office referral) occurs as a result of an accumulation of classroom write-ups or because of a severe disruption to the school process. Administrative discipline generally follows a hierarchy of consequences, but the administration reserves the right to choose the consequence, as well as the right to place students on probation at any time. Consequences of the assertive discipline plan are listed below.

Disciplinary plans written in a student's I.E.P. will take precedence over the normal Assertive Discipline Plan.

Administrative discipline accumulates for the entire school year. Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

#### **1st Office Referral**

ISS **or** OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion  
**and** Referral to guidance (optional),  
**and** Parent conference or call,  
 RTI Behavior intervention (optional).

**\*\*NOTE:** *One office referral during first semester will result in exclusion of student from the first semester field trip.*

#### **2nd Office Referral**

ISS **or** OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion  
**and** Referral to guidance (optional),  
**and** Parent conference or call,  
 RTI Behavior intervention (optional).

**\*\*NOTE:** *Two or more office referrals during any part of the school year will result in exclusion of student from the second semester field trip (Dollywood).*

#### **3rd Office Referral**

ISS **or** OSS **or** Placement in Jefferson Academy **or** Recommendation for expulsion  
**and** Required referral to guidance,  
**and** Required parent conference or call,  
**and** Required RTI Behavior intervention (Tier 2)

4th Office Referral

OSS *or* Placement in Jefferson Academy *or* Recommendation for expulsion  
**and** Required referral to guidance,  
**and** Required parent conference,  
**and** Required RTI Behavior intervention (Tier 2 or 3)

**Note: Students who reach this level will be on probation and will not be allowed to attend any future special activities, whether in school or after school.**

5th Office Referral

OSS *or* Placement in Jefferson Academy *or* Recommendation for expulsion  
**and** Required referral to guidance,  
**and** Required parent conference,  
**and** Required RTI Behavior intervention (Tier 3)

**Note: Students who reach this level will be on probation and will not be allowed to attend any future special activities, whether in school or after school.**

6<sup>th</sup> Office Referral

OSS pending placement in Jefferson Academy *or* Recommendation for expulsion. Students who complete the program at Jefferson Academy and return to Maury during the year may be placed on probation and will not be able to attend any future special activities, whether in school or after school.

**Relationship between Student and Teacher**

A student's most direct and frequent contact with a school official is with the classroom teacher. When a student has a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

1. The student should discuss the matter with a teacher at a time other than class time and at a time which is mutually convenient.
2. If that fails, the student, the parent, and the teacher should discuss the matter.
3. The next step would be to involve the assistant principal or the principal.
4. Actions which cannot be resolved at the level of assistant principal/principal would go to the Assistant Director of Schools, the Director of Schools, and the School Board, in that order.

At any point, particularly in the early stages, a guidance counselor can be involved to help solve the problem.

It is strongly recommended that all students become completely familiar with the guidelines of the program and use them to make this the best school year of their career.

**In-School Suspension (ISS)**

One of the disciplinary options used at Maury Middle School is in-school suspension. It is isolated study for students who have violated certain school policies (**Policy 6.316**). Students are assigned to in-school suspension by the administration only, and students must report directly to the office with all books, pencil, and paper at 8:07 A.M. on the date assigned, to wait for a staff member to take them to ISS. Students assigned ISS will have all school privileges revoked during their assignment, and may not re-enter the regular school program until all in-school suspension time has been served. Failure to comply with ISS rules could result in the student being assigned additional time in ISS, being placed on OSS, and/or being assigned additional office referrals.

**Out-of-School Suspension (OSS)**

According to T.C.A. 49-6-3401, any school administrator of any public school in this state is authorized to suspend a pupil from attendance from such school, including its sponsored activities, or from riding a school bus, for good or sufficient reasons. T.C.A. 49-6-3401 also provides that if a principal or assistant principal determines that an offense has been committed which would justify suspension **for more than ten (10) days**, he/she may suspend a student unconditionally for a specified period of time or upon such terms and conditions as may be reasonable. The

student, the parent or guardian, or any other person holding a teaching license who is employed by the school system (if requested by the student) may file an appeal to a disciplinary hearing authority (DHA) for any suspension over 10 days. The appeal must be in writing, and it must be filed with the director of schools within five (5) days after receipt of the notice of suspension (**Policy 6.316**).

**Note: If a student is suspended out of school on the day of an after-school activity/game, he/she will NOT be allowed to attend the activity/game.**

### **Detention**

If detention is assigned by an administrator, it will be held after school or during lunch. Students may be required to remain as long as one hour beyond the school day as a disciplinary action. **In case the student rides a bus or is in a car pool, one day of notice will be given.** If a student is assigned an administrative detention and fails to serve it, the student will be disciplined according to his/her placement on the appropriate level of the Assertive Discipline Plan (**Policy 6.315**).

### **Behavior Contracts**

After discussion with an administrator, a teacher may place a student on a behavior contract. This contract will be more severe than the typical classroom plan. The typical behavior contract results in the student being referred to an administrator sooner than would occur under a classroom discipline plan. A student may also be placed on an administrative behavior contract for a relatively serious offense or continued misconduct. An administrative contract gives the student a specified period of time in which to prove that he/she will obey school rules.

Administrative behavior contracts may be extended into the next semester or school year. After a student returns from Jefferson Academy, an offense could result in being placed back on a behavior contract for the remainder of the semester or year.

## **SPECIFIC DISCIPLINE POLICIES**

*Note: In addition to the penalties listed below, each violation will be added as a step on the Assertive Discipline Plan.*

### **Alcohol Policy**

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials. The penalty for first offense violations of the alcohol policy will be to remand the student to Jefferson Academy until such time he/she successfully completes the Academy's instructional and behavioral programs. During the suspension period, the student should implement and complete an alcohol education program that would include the effects and consequences of alcohol use on personal health and safety. (Program to be approved by Jefferson Academy.)

**NOTE: Parent/student will be responsible if any expense is incurred for the alcohol education services.** If a student violates the alcohol policy a second time, he will be subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction (**Policy 6.307**).

### **Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**

The Jefferson County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education

environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### Definitions

*Bullying/Intimidation/Harassment*-An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

*Cyber-bullying*-A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

*Hazing*-An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### Complaints and Investigations

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken

within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights 40 and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. (For more complete details, please see Policy 6.304 under School Board at [www.jc-schools.net](http://www.jc-schools.net).)

#### School-wide No Bullying Rules

1. We will not bully others.
2. We will help students who are being bullied.
3. We will include students who are left out.
4. We will tell an adult.

#### Consequences

Any incident of possible harassment or hazing involving students versus students will be investigated and infractions may result in warnings, bullying write-ups, office referrals, parent contact, in-school suspension, out-of-school suspension and/or dismissal from school. The accumulation of three bullying write-ups will result in an office referral. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools.

#### **Disrespect Policy**

In cases of general disrespect towards any staff member, including substitute teachers, students will receive an office referral. In cases of severe disrespect, overt refusal to follow administrative directions, or in the threatening of an employee, the student may be suspended out of school for up to ten days or recommended for placement in Jefferson Academy.

#### **Dress Code Policy**

Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If, in the judgment of the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student may be sent home and not be readmitted until he/she is properly attired or groomed. **Note: The Jefferson County Schools dress code is considered to be a minimum standard. Principals may modify only to the extent that it is a higher standard (Policy 6.3101).**

The following attire is considered inappropriate:

- Hats/headbands
- Tank tops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive (NO spaghetti straps)
- Any clothing with large or revealing holes. Any holes above the knee are not permissible.
- Clothing that allows undergarments to be visible when standing or sitting
- Clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, and or gang related
- Clothing which exposes the midriff (Tops must extend below the beltline and/or be tucked in at all times.)
- Clothing that contains messages, slogans, or symbols that promote racial discord
- Hair that is distracting to the learning environment.

Additionally:

- Skirts, shorts, pants, and dresses must be at knee length or longer
- Pants must be secured/belted at proper waist level.
- Shoes must be worn at all times.
- All tops must start at the base of the neck and extend to the tip of the shoulder.
- Piercings that are distracting to the learning environment

All first offenses will be recorded as a warning. On the first offense, the administration may notify the student's parent or guardian and have the student remedy the problem by changing clothes or by removing/reversing objectionable clothing, jewelry, and head covering. When the problem has been corrected, the student can return to class. If the violation cannot be corrected, the student may be assigned to ISS for the day. **Repeated violations will be added as a step on the Assertive Discipline Plan.**

### **Drug Policy**

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to, abuse of inhalants and prescription drugs. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle.

When a principal or his designee determines that a student is in violation of this policy, the student will be suspended from school following the suspension guidelines in Board policy 6.309 for Zero Tolerance Offenses. The principal shall also notify the proper law enforcement authorities.

Abuse of prescribed drugs and/or over-the-counter drugs and/or look-alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy. When a principal or designee determines that a student is in violation of the above policy, the student will be suspended from school following the suspension guidelines in Policy 6.316 and according to the Assertive Discipline Plan (**Policies 6.307 and 6.309**).

### **Electronic Communications Device/Cell Phone Policy**

Students shall not make any use of a cellular phone/beeper and/or pager on any school campus during the hours of the school day. Device should be powered off when entering the building until students are dismissed. (At Maury Middle School, students may not turn on any personal device until they leave the building.) This includes all forms of message modes currently available in electronic communication devices, i.e., voice communication, text

messages, and transmission of visual images. All school handbooks should have rules and consequences applicable to this policy.

Personal electronic devices such as CD players, Ipods or MP3 players, including devices with mobile wireless access or devices with video capabilities, may be stored in backpacks, purses or personal carry-all's. However, the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action. (**Policy 6.312**).

Students who violate this policy shall receive the following discipline:

First offense: Warning, Device confiscated for remainder of day (to be released to student only at end of day).

Second offense: Office Referral, Device confiscated for remainder of the day (to be released to parent/legal guardian only at the end of the day).

All subsequent offenses will result in additional office referrals, with device confiscated until parent pick-up.

Note: All components of cell phones (SIM cards, etc.) will be confiscated with the cell phone. The electronic device policy includes all forms of message modes currently available in electronic communication devices, (i.e., voice communication, text messages, and transmission of visual images). Failure to surrender a phone or electronic communication device will result in a violation of the disrespect policy. Additionally, electronic pagers can be considered drug paraphernalia by Tennessee state law (TCA 49-6-4202).

**Use of cameras on personal communication devices is a disruption to the school process and is strictly prohibited during school hours. Violations will result in disciplinary action.**

### **Fighting Policy**

When students are involved in a fight, defined as an exchange of physical blows, combatants will receive the following discipline:

First Offense: 3 days out-of-school suspension;

Second Offense: 5 days out-of-school suspension, and visit Jefferson Academy for orientation.

Third Offense: Recommendation for placement in Jefferson Academy.

Note: In all instances, law enforcement officials may be called. Additionally, students who incite fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report it to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, **fighting will not be tolerated on the campus, on the school bus, or at any school-sanctioned event.**

### **Horseplay/Scuffling/Physical Abuse**

Physical contact between students will not be tolerated, as this is a safety concern. Whether innocent horseplay or malicious contact, these behaviors can cause many problems, up to and including serious bodily injury. As such, students displaying these behaviors will be dealt with seriously and disciplinary action will be taken.

### **Inappropriate Display of Affection Policy**

No inappropriate display of affection between students is permissible. Students who violate this policy will be given an office referral and disciplined according to the Assertive Discipline Plan.

### **Profanity Policy**

Use of profanity at Maury Middle School is prohibited. Students who use profanity will be given an office referral and disciplined according to the Assertive Discipline Plan.

### **Prohibited/Disruptive Items**

Students will not be allowed to have any items which may be disruptive to the educational process. Such items may include, but are not limited to, electronic devices, radios, pagers, water guns, laser pointers, skateboards, roller blades, scooters, toys, playing/trading cards, etc. Such items will be confiscated immediately and given back to the student at the end of the day. For any further incidents, students will be given a level on the Assertive Discipline Plan.

### **Tobacco/ Vape Policy**

Use and/or possession of tobacco products including electronic or vapor cigarettes and associated paraphernalia by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles. This policy applies to school bus trips. Students who violate this policy will receive:

1. A citation to juvenile court and
2. Consequences outlined in the disciplinary guidelines in Board Policy 6.313 — School Discipline Procedures, Levels II and III.

Any student who possesses tobacco products, including electronic or vapor cigarettes and associated paraphernalia shall be issued a citation by the school principal/resource officer.

MMS students who violate this policy shall receive the following discipline:

First Offense: Three days out-of-school suspension and citation to court.

Second Offense: Three days out-of-school suspension and an orientation at Jefferson Academy and citation to court.

Third Offense: Placement in Jefferson Academy, and citation to court.

### **Weapons and Dangerous Instruments Policy**

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use can cause death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school. "Look alike" weapons may be considered as dangerous weapons under this policy based upon the school administrator's determination of totality of circumstances. (**Policy 6.3091**).

NOTE: Pocket knives are not permitted at Maury Middle School.

### **Zero Tolerance**

To ensure a safe and secure learning environment, the following offenses will not be tolerated:

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### Battery/Assault

In accordance with state law, any student who commits or threatens battery/assault upon any teacher, principal administrator, another student, or any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

### Electronic Threats

In accordance with state law, any general education student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates an actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion on a case-by-case basis.

### Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law (**Policy 6.309**).

### **Bus Conduct Policy**

Bus service is an extension of school activity. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip. The principal of the student transported shall be informed by the bus driver of any serious discipline problem. A student may be denied the privilege of riding the bus if the principal determines that his/ her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. No student may get off the bus at any point between the pick-up point and school. A student who wishes to get off the bus between school and their pick up point must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the transfer school. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. (**Policy 6.308**).

### ***Bus Discipline Procedures***

#### 1<sup>st</sup> Bus Referral to an Administrator

- Warning or Assigned Seat or Bus Suspension or Bus Suspension for the remainder of the year,

- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional),
- Meeting with the Bus Driver and Student (Optional)

#### 2<sup>nd</sup> Bus Referral to an Administrator

- Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus,
- Meeting with the Bus Driver and Student (Optional)

#### 3<sup>rd</sup> Bus Referral to an Administrator

- Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

#### 4<sup>th</sup> Bus Referral to an Administrator

- Bus Suspension or Bus Suspension for the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

#### 5<sup>th</sup> Bus Referral to an Administrator

- Bus Suspension for up to the remainder of the year,
- Parent Contact,
- Contact the Bus Supervisor before being allowed to return to the bus (Optional)
- Meeting with the Bus Driver and Student (Optional)

Note: The number of bus suspension days will range from a few days to a school year, and in general will increase with each additional referral. However, administrators reserve the right to determine the number of days of bus suspension based on the offense and the student's prior infractions on the bus.

The following specific bus offenses will result in the consequences listed below:

**Fighting:** The first offense for fighting on a bus will result in the student's suspension of bus privileges for 10 days and a 3 days out-of-school suspension and citation to court for disorderly conduct. The second offense for fighting will result in a 30-day bus suspension and 5 days out-of-school suspension and a citation to court for disorderly conduct. The third offense for fighting will result in a bus suspension for one calendar year and orientation at Jefferson Academy.

**Use of Tobacco:** First offense will result in suspension off the bus for 5 days and citation to court. Second offense will result in suspension off the bus for 10 days and a citation to court. Third offense will result in suspension off the bus for 30 days and a citation to court.

**Drugs/Alcohol/Sexual Offenses:** Offenses that involve drugs, alcohol, or are sexual in nature will result in a bus suspension for one calendar year and will follow the school's policy with further discipline.

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be mailed. The parent is required to discuss the matter with the principal/assistant principal, and transportation supervisor before transportation privileges are restored. The suspension of a student from riding the school bus shall follow the same procedures as for any other school

suspension. It is the responsibility of the principal, assistant principal, and/ or transportation supervisor to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

## **ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

### **Interscholastic Athletics (*Board Policy 4.301*)**

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes. To be eligible to tryout or participate in interscholastic athletics, a student must be currently enrolled in that school.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. The principal or his/her designee must accompany an athletic team on trips.

Middle school athletics shall be coached only by Board-approved personnel. Middle school athletics shall be governed according to their respective conference bylaws and may not participate in a conference without bylaws. A copy of the bylaws must be on file with the central office.

There shall be a complete annual physical examination of every student prior to his/her participation in interscholastic athletics, including tryouts for such athletics. Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of permitting them to practice or play baseball, football, basketball or any similar game within the regular school hours of any school day of the week without written permission from the director of schools. This does not prevent the inclusion of regular physical training lessons in the daily school program.

Middle school students in good academic standing are eligible to participate in MMS sports programs. The following is a list of athletic activities available at Maury:

- Cheerleading
- Dance
- Cross Country
- Football
- Volleyball
- Girls' Basketball
- Boys' Basketball
- Wrestling
- Golf
- Track

### **Middle Eight Athletic Eligibility**

All middle schools will adhere to the following rules:

1. Each player prospect must meet each eligibility standard and have written parent permission prior to tryouts.
2. Each player prospect must have a current physical report on file prior to tryouts.
3. Each player prospect must have proof of insurance information on file in the office prior to playing any extra-curricular athletics.
4. All current rules of the Middle Eight Conference will be followed to include:
  - a. A student cannot repeat a grade for any reason and remain eligible.
  - b. A student cannot be 15 years old before September 1 of the participating year.

5. The previous semester's grades will qualify a student eligible or ineligible the following semester. Students failing more than one subject during a semester will not be eligible.
6. No student will be allowed to participate in an athletic event or practice if he/she has been absent for a majority of that day (see also Board Policy 4.300).

### **Jefferson County Schools' Athletic Code of Conduct**

Good sportsmanship and proper conduct are behaviors that are learned during athletic events, and are the responsibility of administration, staff, coaches, parents, athletes, and the community at large.

All parents and players will be required to abide by the Jefferson County Code of Conduct while at any athletic event. Written agreements will be kept on file, and the Code of Conduct will be posted at events. Possible consequences for violation of the code may vary, but could include being escorted out of the event or suspended from attending games or dismissal from the team.

### **Student Clubs and Organizations (*Board Policy 6.702*)**

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program. An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

The director of schools shall approve all requirements imposed by clubs which have restricted membership. Sororities, fraternities, and all secret organizations are prohibited.

School clubs and organizations in which students may participate include the following:

- Art Club
- Band
- National Junior Honor Society
- Leo Club
- 4-H Club
- Scholars' Bowl
- Student Council
- Yearbook
- FCA
- Chorus
- Robotics/Computer Programming
- Writers' Club
- YOKE