

2023-2024

Parent-Student Handbook

Policies, Procedures, and Other Information



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Coopertown Middle School

3820 Highway 49 West

Springfield, TN 37172

615-382-4166

615-382-4171 (fax)

www.cms.rcstn.net

Mission:

The mission of Coopertown Middle School is for all students to SOAR:

- **Strive for Excellence**
- **Overcome Challenges**
- **Achieve our Goals**
- **Respect Each Other**

Motto: Every student matters, every moment counts.

School Colors: Purple and Gold

Mascot: Eagles

School Hours: 6:55-2:25pm

Principal: Amy West

Assistant Principals: Kevin White and Jessi Buck

Welcome to a great year at Coopertown Middle School. This student handbook is based upon the Robertson County Schools Student Handbook and Robertson County School Board Policy. **If a subject is not covered in this handbook, please refer to the county student handbook and/or school board policy.**

Statement of Non-Discrimination

Robertson County Schools do not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

ACADEMICS

Grading System

Conduct grades shall be based upon criteria developed within each school and shall be:

E - Excellent S - Satisfactory U – Unsatisfactory

Grading Scale:

90 – 100 A

80 – 89 B

70 -- 79 C

60 – 69 D

50 – 59 F

TCAP Achievement/EOC grades have a percentage impact on final grades as required in state law.

Grading Practices

1. If grades are taken on practice (classwork/homework) assignments, they cannot represent more than 20% of the overall class grade.
 2. Penalty for late assignments is "behavior" to be reflected in the work habits grade. It can be noted in the gradebook as documentation and notification to parents/guardians, but points cannot be taken off.
 3. All students should be given the opportunity to re-do a test or assessment after re-teaching or additional practice and according to deadlines assigned by the teacher. The re-do should not be an average of the two test/assessment grades, because an average is not a reflection of what a student knows and can do. Re-do opportunities on other types of assignments can be given at teacher discretion.
- PowerSchool's Parent Portal allows parents to view current grades, missing assignments, and attendance information for their student(s) at any time. If you need your Access ID and Password information, please contact the school office.
 - Progress reports are distributed halfway through each grading period. Progress report dates are September 7, November 15, February 7, and April 24.

- Report Cards will be distributed this year on October 20, January 12, March 28, and May 24.

ATTENDANCE

Absences shall be classified as either excused or unexcused by the Principal/Designee.

Excused absences may include, but not be limited to:

- (1) illness of student; after three (3) consecutive days, or repeated absences, a note from a physician may be required;
- (2) illness of an immediate family member which requires the student's help at home;
- (3) death of a family member;
- (4) extreme weather conditions;
- (5) religious observances;
- (6) college visits;
- (7) pregnancy;
- (8) School sponsored or school endorsed activities;
- (9) Summons, subpoena, or court order;
- (10) circumstances, in the judgment of the principal/designee, created by emergencies over which the student has no control.

Schools may require an official verification of any appointment prior to excusing the absence. Schools may limit the number of excused absences for appointments.

Unexcused absences shall include but are not limited to:

- (1) car trouble;
- (2) personal business (e.g. cleaning house, shopping, babysitting, errands, hair appointment, work in the private sector).

Students in grades K-5 will be allowed no more than 5 parent notes a semester or a total of 10 for the school year.

Students in grades 6-8 will be allowed no more than 5 parent notes a semester or a total of 10 for the school year.

Students in grades 9-12 will be allowed no more than 3 parent notes per semester.

In order to receive any attendance credit, including credit toward perfect attendance, a student must be present for the majority of the school day in accordance with State Attendance Accounting policies.

Reasons for absences or tardiness and requests for early dismissals before the close of school must be requested by the custodial parent or guardian or those authorized by the parent/guardian to request release. Students participating in school-sponsored activities

whether on or off campus shall not be counted absent.

All missed class work or tests may be made up. Reasonable effort must be made, and ample opportunities must be provided by school personnel. Grades may reflect less than full credit. (Exceptions include pre-announced tests and term assignments that will be due upon return.) School work and tests missed for suspensions may be required to be made up.

Students may be denied the privilege of making up work missed as a result of an unexcused absence or suspension. All schools will review students' attendance and refer students to the Student Services Supervisor.

An accumulation of 8 unexcused tardies/early dismissals will equal 1 unexcused day, which will contribute to the number of unexcused days that trigger truancy interventions. Such absences may result in referral to Juvenile Court

Chronic Absenteeism

While only unexcused absences accumulate for truancy purposes, the Robertson County Schools firmly believe in the importance of regular school attendance and recognize the role attendance plays in student success. As such, all student absences must be investigated and verified. School attendance is an essential dimension of overall student success. School attendance for children ages 6 to 17 inclusive is mandated by state law (TCA 49-6-3001) and penalties will apply for truant children (TCA 49-6-3007).

CMS Attendance Plan

When a student is absent three days, a teacher or an office staff member will make contact with the parent/guardian via phone or e-mail. If an adequate note is provided by the parent/guardian, absences may be excused.

At 5 unexcused absences, a parent/guardian letter will be sent home and a meeting will be set up by the truancy coordinator to develop an attendance contract. The social worker will be involved in the meeting and will offer resources to help correct the absences.

At 7 unexcused absences, another parent/guardian letter will be sent home and a parent-teacher conference with the student in attendance will be set up by the truancy coordinator to determine the root cause of the absences. The attendance contract developed at the initial meeting will be reviewed.

At 10 unexcused absences, the truancy coordinator will make a DCS referral and send the appropriate paperwork to Central Office for juvenile court.

DISCIPLINE

Each student and parent is responsible for knowledge of the information contained in the Robertson County Student Handbook. Acknowledging review of the handbook is part of the registration process and the handbook is reviewed every quarter with students.

RTI²-B

Response to Instruction and Intervention-Behavior (RTI²-B) is a Multi-Tiered System of Supports (MTSS) that offers a powerful, evidence-based approach for meeting the behavioral and social needs of students in Tennessee schools. The purpose of RTI²-B is to empower educators to equip all students with the opportunity to meet high expectations regarding behavior and the support to reach every student.

CMS SOAR Expectations

		Expectations			
		S Be Safe	O Be Organized	A Be Accountable	R Be Respectful
Locations	Cafeteria	<i>Stay in your seat. Ask permission to get up.</i>	<i>Have all necessary items before being <u>seated</u>.</i>	<i>Pick up after yourself and all trash that is around you.</i>	<i>Keep voices to a normal volume level.</i>
	Classroom	<i>Follow classroom rules. Stay in your seat.</i>	<i>Bring all necessary materials and assignments.</i>	<i>Arrive on time. Finish assignments on time.</i>	<i>Pay attention to the teacher and focus on the lesson/activity.</i>
	Hallway	<i>Walk with the flow of traffic and keep to the right. Keep hands and feet to yourself.</i>	<i>Lockers shut and belongings put away.</i>	<i>Arrive to class on time. Have all materials that you need.</i>	<i>Be respectful of other classes and speak quietly. Keep hands and feet to yourself.</i>
	Restroom	<i>Use the restroom for its intended purposes only.</i>	<i>Keep restrooms clean.</i>	<i>Use the restroom during designated breaks.</i>	<i>Be respectful of the restroom resources and others' privacy.</i>
	Technology	<i>Visit only appropriate websites. If you're unsure, consult a teacher.</i>	<i>Keep up with all log in information and/or passwords.</i>	<i>Focus on the assignment/task you have been given.</i>	<i>Log off and shut down computer after use. Be gentle with all equipment.</i>

The following behaviors are considered severe and will be addressed by administration:

weapons, possession/transfer/use of tobacco, alcohol, or drugs, fighting or aggressive physical contact, aggressive language, threats, bullying, harassment of students or teachers, continuance of disobeying classroom and school rules, theft, vandalism, and social media actions that impede the school learning environment.

Consequences for misbehavior referred to the office will depend on the severity of the infraction and the pattern of behavior and may include the following:

- Conference with student
- Parent phone call
- Note home to parents (sign and return)
- Reserve lunch
- Loss of free time
- Time Out of Class (Restorative ISS)
- In-School Suspension (Restorative ISS)
- Parent Conference
- Out of School Suspension
- Referral to DHA

****Restorative ISS***

Restorative ISS (R-ISS) will be used to help reteach appropriate school behaviors as needed. Students can be assigned to R-ISS for a portion of a school day, an entire school day, or multiple school days. Students will receive instruction via TEAMS and will be expected to complete their regular classwork, as well as, R-ISS reflective and re-entry assignments.

R-ISS Classroom Rules and Procedures

The following information is provided for your guidance while you are assigned to R-ISS. Read these rules and procedures very carefully. No exceptions to these rules or procedures will be made.

1. You have been assigned to R-ISS for ____ day(s). Your stay in R-ISS may be extended for violation of the R-ISS contract.
2. Students must report to the office upon arrival.

3. Students must complete the R-ISS Reflective and Re-Entry Assignment during the scheduled group time. Failure to complete the Reflective Assignment is a violation of this contract. Reflective assignment must be approved by a member of the R-ISS team by the end of the day check outs.
4. You must complete all assigned work. Student name, class period and teacher name must be on each assignment.
5. You may seek help from the R-ISS teacher by raising your hand and waiting for the R-ISS teacher to assist you. Students' voices will remain at a respectful level allowing all students the opportunity to be successful.
6. Food is not permitted at any time in the R-ISS room with the exception of the designated lunch period. For lunch, you may bring your own meal from home or choose the cafeteria meal.
7. Students will be offered three restroom breaks during the day, one in the morning, at lunch, and one in the afternoon. Students will be escorted to and from the restroom during these times.
8. CELL PHONES must be turned off and stored in a backpack.
9. The use of personal items such as combs, mirrors, make-up, headphones, or any electronics are prohibited in the R-ISS room.
10. Both excused and unexcused absences during your assigned R-ISS days will require make-up day(s) upon your return to school. You will be required to make up any R-ISS assigned day(s) due to "School Cancellations" for inclement weather or any other unforeseen circumstances.

Restorative ISS extension criteria:

1. Continued disruptive behavior in R-ISS classroom
2. Infraction that warrants an office referral
3. Noncompliance and/or failure to meet daily participation requirement

Cell Phones (Students)

From County Student Handbook...

Students in grades 3 – 12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include but are not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. At no time shall a student operate an electronic device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions.

At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property.

Students can use personally owned devices in the classroom for education purposes only, and this must be done under the direct supervision of the teacher.

1st offense—Confiscation of device; return in 3 school days or \$10 fine.

2nd offense—Confiscation of device; return in 5 school days or \$20 fine.

3rd offense—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or \$30 fine.

4th offense—Confiscation of device; return at end of semester or \$40 fine.

Subsequent offenses will be treated under 4th offense guidance and may result in more serious discipline

Dress Code

From County Student Handbook...

Dress Code Policy 6.310

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. Specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed but include the following areas:

1. No head coverings, except for religious head coverings and coverings for medical reasons
2. No bare midriff, revealing necklines
3. No shorts, or jeans or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube, tank, see through tops
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No gang related clothing
10. Shoes/sandals must be worn at all times (tied/fastened)
11. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
12. No spikes, chains, piercing, or other items that cause a safety concern

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action.

THE SCHOOL DAY

Students should not arrive at school before 6:55 a.m. without administrative approval. The school day begins when the student enters the bus or the school building and ends when the student exits the bus or the school building. All policies are in effect when the student is on the bus or on campus. School dismisses at 2:25 p.m. Unless students are staying with a teacher, coach, or are under some type of supervision, the school is not responsible for the student after dismissal time.

School Bus

Student behavior that deviates from district expectations of being safe, respectful, and responsible shall result in disciplinary action up to, and including, bus suspension for the remainder of the school year.

Riding the school bus is a privilege and Robertson County Schools is committed to supporting decisions that support the safe operation of a school bus.

Violations that should be considered major offenses include, but not limited to the following:

- Throwing objects
- Excessive mischief / Yelling
- Behavior that poses a distraction to the driver
- Hands / Head out of window
- Fighting / Assault towards another student or staff member
- Provoking “verbal / mental / physical” towards another student or staff member
- Smoking / Tobacco / Alcohol / Drug use
- Weapons, dangerous instruments, and explosive devices
- Sexual harassment

Such violations should be reported immediately to Pupil Transportation on a Bus Referral Form and forwarded to School Administration. If a student’s actions are illegal or judged by transportation to be a disruption to the safe operation of the vehicle, it could result in immediate action up to and including bus suspension for the remainder of the school year.

Addressing Misconduct

Driver or attendant shall address unsafe and inappropriate behaviors or habits while outlining what is an appropriate habit or behavior. Drivers/attendants may address

student(s) directly, have a quick council with the student(s) away from others, and/or provide notification to parent(s)/guardian(s) at the bus stop so that they can be involved in assisting the driver to change unsafe or inappropriate riding habits.

Discipline

When student behavior escalates beyond driver control or is not improved after using appropriate correction steps, the bus driver will submit a bus referral form to Pupil Transportation who will forward it to school administration.

Administration will assign an appropriate consequence for first referral based on the severity of the misbehavior and parent/guardian will be notified that any additional referrals will carry a bus suspension.

Transportation

If a student changes his/her regular afternoon transportation, a note from the parent/guardian must be turned in by 8:00 a.m. with a phone number to reach that parent/guardian to verify the change in transportation. In an emergency, parents/guardians may also call the school office before 2:00 p.m. to make a necessary change in afternoon transportation. Due to the heavy volume of traffic in the afternoon, ***students may not be picked up after 2:10 p.m.***

Morning Drop-Off

Car riders are to be dropped off in the back of the building at the athletic entrance near the football field. If students arrive at school after 7:25 a.m., they will need to enter the main office entrance which is located in front of the building.

Afternoon Pick-Up

Car riders are to be picked up in the back of the building at the athletic entrance near the football field. For safety reasons, ALL parents must enter the car rider line to pick up their student(s).

School-Home Communication

- ***Grades:*** PowerSchool's Parent Portal allows parents to view current grades, missing assignments, and attendance information for their student(s) at any time. If you need your Access ID and Password information, please contact the school office.
- ***Teachers:*** All CMS teachers utilize the REMIND App to communicate information with parents. Teachers will send home information on how to sign-up.
- ***School:***
 - ***School Reach Messages*** - Phone, e-mail, and text messages will be sent out frequently through SchoolReach. This system pulls contact information from PowerSchool, so it is important that we have accurate phone numbers and e-mail addresses in PowerSchool.
 - ***School Newsletter*** – E-mailed through SchoolReach twice a month.
 - ***Social Media*** –
 - ***@Coopertwn MS Eagles on FB***
 - ***@CoopertownMs on Twitter***

Outside Food and Drink

No outside food from restaurants is allowed in the lunchroom. Food for parties must be store bought and sealed.

School Meal Prices

Breakfast (\$-0-)

Lunch (\$ -0-)

School Clinic

Students with legitimate medical concerns may visit the clinic when necessary with a pass from their teacher. The school nurse will issue a pass back to class or notify the teacher if the student is too ill to return to class. If the school nurse or administration determines it necessary for a student to be taken home or to the doctor, arrangements will be made through the office. A student who becomes ill at school must not leave campus without signed permission from the nurse and/or an administrator.

If a student does not meet the nursing guidelines to be dismissed from school, he or she must have a doctor's note for the absence to be excused.

Lockers/Personal Property

The responsibility for your personal property is yours. If an article is lost, check to see if it has been turned in to the main office. Lockers are provided for storage of books, coats, and personal belongings at school. Students may provide their own locks but

must give the combination to their homeroom teacher. Keeping the locker locked is the best method of preventing problems. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from the locker. State law affirms that lockers are the property of the school; therefore, the contents may be examined at any time.

Student will only access lockers using the schedule below.

- **Schedule:**
 - All Students: Beginning of Day (6:55-7:25am) and End of Day (2:18-2:21pm)
 - 6th grade: After 3rd and 5th periods
 - 7th grade: After 3rd and 7th periods
 - 8th grade: After 5th period

Laptops

One-to-One laptops will be assigned to students by homeroom teachers. Students will pick-up their laptops in Homeroom in the morning and return them to the cart in Homeroom in the afternoon. Students and parents are encouraged to purchase the \$35 laptop protection plan, otherwise students and parents will be held responsible for the cost of repairs. Students will not be issued laptops until we have received a signed copy of the laptop protection agreement, accepting or declining coverage. Technology privileges may be revoked for violations of the technology agreement.

Textbooks

Textbooks are the property of the Robertson County Board of Education. Students are responsible for their books, and a fee is assessed by the Robertson County Board of Education for any books which are lost, stolen, or damaged.

Office Telephone

The telephone in the office is a business phone. If a student has an emergency situation, he or she will be allowed to use the phone with written permission from a staff member.

Visitors

ALL VISITORS MUST report to the office when entering the school. You will be required to present your Driver's License, sign-in, and wear a visitor's badge while in the building. The only exceptions will be on occasions, such as school programs, athletic events, open house or public events. Authorization to visit in the building will be determined by the principal/designee. In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the school grounds or into the building during hours of student instruction except students, the staff, parents of students, and other persons with lawful and valid business on school premises. The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs, disturbing the teachers or students, or on the premises for the purpose of committing an illegal act. The principal/designee shall

engage law enforcement officials when s/he believes the situation warrants such measures. In general, visitors are not allowed to observe in classrooms in order to protect the privacy of all students.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege which may be revoked by the principal or sponsor at any time. In order to participate in extra-curricular activities, the following conditions must be met:

1. Students must be present for the day (at least 3 ½ consecutive hours unless approved by an administrator).
2. Unless approved by an administrator, coach, or sponsor, students will travel to and from school with a pre-determined designee.
3. Athletes and cheerleaders must have a physical examination and school insurance or proof of other insurance coverage prior to participation.
4. Athletes must meet eligibility standards prescribed by the Tennessee Secondary School Athletic Association (TSSAA) which states the student must pass 6 credit courses or the equivalent of a possible 8 at the end of each school year. Middle school athletes must meet the requirements of the Robertson County Middle Grades Athletic Association.

Sports

Participation in middle school sports is encouraged. All student athletes and their parents/guardians will sign a Student-Athlete Behavior Contract outlining the guidelines and expectations for participation in sports at Coopertown Middle School.

The following school athletic opportunities are currently available to middle school students:

Football
Volleyball
Cross Country, girls and boys
Cheer
Basketball, girls and boys
Baseball
Softball
Soccer, girls and boys

Performing Arts

Participation in middle school performing arts is encouraged and students may participate in band and/or choir.

Clubs and Organizations

School-sponsored clubs and organizations must be approved by the administration and have a faculty sponsor. Membership in some organizations is based upon classes taken, academic requirements, and other qualifications. Dues may be charged for membership.

Clubs and organizations currently available:

- Fellowship of Christian Athletes
- Jr. Beta
- Builders Club
- Drama Club
- 4-H

After-School Opportunities

Coopertown Middle will offer a tutoring/enrichment program two days a week with school bus transportation available. The YMCA provides an after-school program called Y-Quest in our building.