



FAYETTEVILLE MIDDLE SCHOOL

1800-A WILSON PARKWAY

FAYETTEVILLE, TN 37334

(931) 438-2533

<http://fcsboe.org/fms>

STUDENT/PARENT HANDBOOK

2024-2025

Dear Parents and Students:

It is an honor to serve as the principal of Fayetteville Middle School. I am truly excited to begin the 2024-2025 school year and work with you and your child. I am committed to providing leadership and support which will lead to a high quality education for all students. We ask that parents partner with us as we strive to help students meet their full potential.

Middle school is an interesting time for students. It is a time where students are becoming young adults and are starting to make their mark on the world. We will create an environment where all students can grow and thrive. Students at FMS can expect to be challenged academically in a structured and loving environment. Our expectations will be high and we will hold all students to a high standard. The adults at FMS will also hold ourselves to an even higher standard.

We believe education is a collaborative effort between the school, home, and community. Our collective effort is essential for the success of each child. We encourage parents to stay engaged, informed, and supportive of their child's academic, social, and emotional pursuits. This handbook is an excellent resource for you and your child. Information, procedures, and expectations are provided for you to help us have a productive, enjoyable, and safe school year.

My door is always open so please feel free to contact me at any time.

Respectfully,

David West
Principal
Fayetteville Middle School

<u>FAYETTEVILLE CITY SCHOOLS ADMINISTRATION</u>	
Director of Schools	Mr. Eric Jones
Assistant Director of Schools	Mrs. Rujena Dotson
Supervisors	Mrs. Tricia Jean Mr. Steve Giffin Dr. Claudia Styles Mr. Adam McCormick
Special Education Coordinator	Sara McCormick
Technology Coordinator	Mr. Zach Scivally
Network Administrator	Mr. Randy Mullins
Technology Assistant	Mrs. Tammy Williams
Nutrition Director	Mrs. Megan Hall

<u>BOARD OF EDUCATION</u>	
Mark Clark(Chairman)	Shawnta Fulton
Jennifer Murdock	Tommy Holland
Pamela Bryson	Bridgett Hopkins
Danny Bryant	

<u>FMS ADMINISTRATION</u>	
Principal	Dr. David West
Assistant Principal	Mr. Chris Murdock

<u>SIXTH GRADE TEACHERS</u>	
Lucretia Mitchell	Andrew Hall
Christy George	

<u>SEVENTH GRADE TEACHERS</u>	
Troy Slone	Aaron Martin
Christina Reidl	

<u>EIGHTH GRADE TEACHERS</u>	
Nicki Painter	Sara Word
Chad Barnett	Cole Crabtree

<u>SPECIALITY TEACHERS</u>	
Media Specialist	Amy Giffin
School Counselor	Karen Bobbitt
Special Education	Janna Miller
Physical Education	Matthew Towry
Art	Terri Crawford
Band	Kayla Moyers
Speech	Susan Miller
ELL	Rose Murray
RTI	Lori Frame
Social Worker	E'Sheia Hicks
CTE	Bridgette Smith
ISS	John Thompson

<u>SUPPORT STAFF</u>	
Nurse	Angie Prince
Secretary	Tonya Allen
Bookkeeper	
Cafe Manager	Tina Edwards
In-House Substitute	
Educational Assistants	Amanda Moyers Carla Brown Megan Cothren Victoria Davis
Custodians	Lee Allen

STUDENT ATTENDANCE

School Hours/Student Arrival

The school building will be open and supervision will begin at 7:00 a.m. For the safety of your child, please do not leave him/her unattended outside the school prior to this time. Children who arrive before 7:40 should enter the building through the main lobby and go directly to the cafeteria. Children are released to go to their classrooms at 7:40.

Student Dismissal

In the afternoon bus riders will be dismissed at 2:55p.m. Afternoon dismissal for students who are car riders or walkers is at 2:55p.m. For the safety of our students we use only one line in front of our school for picking up children.

When picking up car riders, please drive as far down the sidewalk as possible before stopping in order that the end of the line may not be backed up on the highway.

If it is necessary that you leave your car, do not park in the pick-up line and block traffic. Use the available parking spaces.

If you are picking up children from FMS and FHS, please use the FHS lane of traffic closest to the sidewalk and stop as you make the turn toward the high school.

Permission will not be granted for the younger children to wait with older car riders at the high school or for high school students to wait on our campus. **We realize this may be an inconvenience, but the safety of the children must be a priority.**

All students are to be picked up by 3:30 an the school office closes at 4:00.

Late to School

All students must be in their classroom by 7:50 A.M.

Students who are later than 7:50 a.m. must sign in at the front office. A parent or guardian does not have to accompany them for late arrival.

Absences from School

A written excuse note, signed by a custodial parent, explaining the reason for the absence is required for each absence and tardy. The sign-in/sign-out sheet cannot be used as an excuse note. Students must turn in their excuse notes to the office or their homeroom teacher on the day they return to school. Excuse notes may be faxed by the doctor to the FMS office at 931-438-2539.

After a student acquires 5 and 8 days of unexcused absences, the parent or guardian will be required to attend an attendance meeting with administration. If a student continues to accrue additional unexcused absences, they will be cited to the truancy board or court to address the attendance issues.

Student Checkout

For safety reasons do not call the office and request a checkout for a student. When parents/guardians are checking students out please have proof of ID ready. Use the buzzer system located to the right of the front door. State your name and the name of the student you wish to check out. Any students leaving during the school day must be checked out by a parent, guardian, or any authorized to checkout on the student information card.

Checkouts during the last thirty minutes of the day should be limited to those required for doctor's appointments or emergencies.

Make-up Work

Students are responsible for getting their assignments for the days they are absent. There will be a 3 day allowance for make-up work. Students should talk to their teachers about procedures for turning in make-up work.

Visitors to School

All visitors must sign in through the front office and have proof of ID.

STUDENT BEHAVIOR AT SCHOOL

Dress Code

All students are expected to dress appropriately for school. Dress should be modest and in no way interfere with the learning process, safety, or well-being of self or others.

In matters of opinion regarding “appropriate” dress, the judgment of the principal shall prevail.

Clothing

1. Shorts, dresses, skirts (including slits) must be no shorter than approximately three inches above the knee.
2. No holes in any part of clothing above the knee
3. Tank tops, mesh tops, sheer tops, or strap-type tops/dresses must be worn over or under shirts.
4. Pants, shorts, skirts, etc. must be worn at the waistline.
5. Pajama pants and blankets are not acceptable and should not be worn/brought to school.
6. Midsection must be covered at all times.
7. No sagging or baggy pants may be worn. Underwear must not be visible.
8. No clothing or accessories that advertise alcohol, tobacco, drugs, violence, or bear negative or profane messages will be allowed.
9. No bare midriffs, low necklines (No visible cleavage), tube tops, extremely tight or revealing apparel may be worn.
10. No caps, hats, bandannas, sunglasses, headbands, or any head covering may be worn inside unless part of a school activity.

Accessories/Jewelry/Hairstyles

1. Large chains, dog collars, or ornamentation may not be worn.
2. Drug or weapon medallions may not be worn.
3. Any jewelry that interferes with the school's educational environment may not be worn.
4. Hair color must resemble a hair color naturally found on humans.

Coats/Jackets/Shoes

1. Long topcoats, such as trench coats and dusters, may not be worn.
2. Large, bulky coats must be put in lockers.

Shoes

1. Shoes must be worn at all times.
2. Students must have appropriate shoes for physical education class.

Symbols

1. Bringing or wearing symbols promoting racial/social discord or related to gang activity is prohibited.

Any apparel, dress or grooming that is potentially disruptive to the classroom atmosphere will not be permitted.

Consequences for Failure to Follow the System's Dress Code

- 1st Offense: Verbal reprimand. Parents notified and child may change clothes and remain in the regular setting. ***
- 2nd Offense: The student will be placed in After School Detention. Parents notified.
- 3rd Offense: The student will be placed in ISS (In-School Suspension) for 1 school day. Parents notified.
- 4th Offense: The student will be placed in ISS (In-School Suspension) for 3 days. Parents notified.

***In an instance in which the student refuses to comply with the rules regarding the school's dress code, the student will be placed in in-school suspension until contact with the parent can be made.

SCHOOL-WIDE CONDUCT RULES

So that all teachers will be able to handle routine disciplinary problems uniformly, we have established a list of some conduct violations for which students will always be held accountable.

1. Lack of cooperation or respect -
(Disrespect to an adult or student will not be tolerated)
2. Vulgar or unacceptable language (including gestures)
3. Being out of class without permission
4. Being a disturbing influence to others
5. Running, pushing, or shoving in classrooms, halls, or on the way to the bus
6. Cheating or misrepresentation
7. Stealing the property of others
8. Lying to avoid punishment for wrong-doing
9. No harassment of any kind will be tolerated by Fayetteville City Schools
10. Gambling in any form is prohibited on school premises.

In cases involving more serious infractions of school rules and regulations, teachers have been instructed to bring those students to the principal or assistant principal for disciplinary action.

Fighting will result in a very severe disciplinary action. The nature of punishment will be determined by the degree of involvement of each individual.

Bullying, hazing, harassment, intimidation, and other conduct will not be tolerated at school or during any school sponsored event. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. Such action on the part of a student will result in disciplinary action. (Refer to Zero Tolerance Section)

Student use of **tobacco products** is prohibited.

The possession, use, or sale of **illegal drugs** is in violation of school rules and Tennessee State Law. Any student involved in drugs at school can expect to be immediately suspended and his/her case referred to the Board of Education and legal authorities.

Alcoholic beverages are not permitted under any condition. This policy covers any school sponsored or school related activity. Anyone having alcoholic beverages in his/her possession or attends school activities under the influence of such will be subject to suspension and possible expulsion from school by the Board of Education.

Possession or distribution of **obscene literature or pornography** is prohibited. The administration's opinion will rule over the student's as to what is undesirable literature.

FMS adheres to a “**hands -off**” cell phone procedure for all students. Students who bring cell phones and other electronic devices are required to turn them in during homeroom. They will be returned to the student at the end of the day. Below are procedures FMS will follow for cell phone/device violations.

Fayetteville Middle School Cell Phone Procedure

_____ 1st Offense- The phone/device will be turned into the secretary in the main office. It will remain in the office for the rest of the day and a note will be sent home. It may be picked up by the student on the last bell. Student will be given a QR.

_____ 2nd Offense- The phone/device will be turned into the secretary in the main office. It will remain in the office for the rest of the day and a note will be sent home. It may be picked up by the student on the last bell. Student will be given a QR.

_____ 3rd Offense- The phone/device will be turned into school administration. It will remain with school admin until a parent/guardian comes to the school to pick it up. Student will be given a QR.

_____ 4th Offense- The phone/device will be turned into school administration. It will remain with school admin until a parent/guardian comes to the school to pick it up. Student will be given a QR..

_____ 5th Offense- The phone/device will be turned into school administration. It will remain with school admin until a parent/guardian comes to the school to pick it up. Student will be given a QR.

Electronic devices and toys:

IPods, MP3 players, Beats, computer games, playing cards, toys, and other personal items should not be used during the school day. These devices will be collected and locked in the office if they are used during the school day until a parent can come pick them up. *Note: Students who choose to bring their iPods/electronic devices to school do so at their own risk and should make sure these items are kept secure during the school day.*

Fayetteville Middle School and/or Fayetteville City Schools are not responsible for lost, stolen, or damaged cell phones and/or prohibited electronic devices. We are also not responsible for the investigation to recover the items.

Bus Regulations

CONDUCT: You are expected to exercise good judgment and practice all rules of good citizenship and safety while on the school bus. REMEMBER that the driver is in charge and students should obey all instructions. Remember, too, the principal or principal designee has the option of not allowing you to ride the bus if you cannot behave. Riding the school bus is a convenience provided by the school system. Inappropriate behavior on the bus can lead to suspension from riding. The time of suspension will be determined by the seriousness of the behavior. Bus regulations follow:

- Stay in your seat.
- Keep your hands to yourself.
- Keep head, hands, and feet inside the bus.
- Cooperate with the driver.
- Be courteous and use no profane language.
- Do not be destructive.
- No Food and Drink Allowed
- Keep the bus clean.

FMS Discipline Policy

Expectations

1. Students will not disrupt the learning environment.
2. Students are expected to keep their hands and feet to themselves at all times.
3. Students are to refrain from cursing and/or saying any derogatory comments about anyone or to anyone else.
4. Students are expected to respect all adults and other students in this building.

Consequences

1. Verbal Warning is Given to Correct Behavior
2. First Offense - QR Code
3. Second Offense - QR and After School Detention
4. Third Offense - QR and 1 week of break detention
5. Fourth Offense - QR and After School Detention and 2 weeks of break detention
6. Fifth Offense - QR and ISS for 1 day and 3 weeks break detention
7. Sixth Offense - QR and ISS for 3 days with a parent meeting and 4 weeks of break detention
8. Seventh Offense - QR and ISS for 5 days with a parent meeting and 5 weeks of break detention

The school administration reserves the right of expediting the disciplinary process pending circumstances.

In-School Suspension

In order to ensure that a productive learning environment exists in the classroom, all students are expected to follow school rules and discipline policies. In-school suspension is used for students who are having difficulties following the rules at the discretion of the principal.

Any student who does not follow the rules in our in-school suspension program will be suspended from school. A meeting will be scheduled with the parents to see about readmitting their child back into the in-school suspension program with the expectation of proper behavior.

Any student placed in in-school suspension or alternative school will not be able to participate or attend any school-sponsored activity or function on or off school campus during suspension.

Suspension

State law authorizes any principal in Tennessee to suspend a pupil from attendance at school, from any school activities, or from riding a school bus for good and sufficient reasons. After such suspension by the principal the student may make application for readmission to school as provided by Tennessee State Law (Fayetteville City Guidelines of Behavior and Discipline).

Fayetteville City Schools Guidelines for Behavior and Discipline

In order to provide a school environment where students want to learn and teachers want to teach, the Fayetteville City Board of Education has established Guidelines for Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall extend to buses and all

activities of the school. Each school principal shall be responsible for implementation and administration in his school. He shall apply “Guidelines for Behavior and Discipline” uniformly and fairly at the school without partiality or discrimination.

STUDENTS WILL RECEIVE PUNISHMENT RANGING FROM A VERBAL REPRIMAND TO THE ZERO-TOLERANCE POLICY BEING APPLIED DEPENDING ON THE SEVERITY AND NATURE OF THE MISBEHAVIOR. INFRACTIONS ARE AS FOLLOWS:

1. Willful and persistent violation of the rules of the school;
2. Violence or threatened violence against the person of any personnel attending or assigned to any school;
3. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
4. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
5. Possession of a pistol, gun or firearm on school property;
6. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
7. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
8. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101
9. Engaging in behavior which disrupts a class or school-sponsored activity;
10. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
11. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
12. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
13. Any other conduct prejudicial to good order or discipline in any school.

Zero-Tolerance Behavior

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

Weapons & Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt 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 is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)3

In accordance with state law, any student who brings or possesses 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 or legend drug 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.

Assault

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, 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 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 actual disruptive activity at the school that requires administrative intervention 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.

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.

ACADEMICS

Report Cards

Report cards are issued every nine weeks. One is to be signed by a parent or guardian and returned. This does not mean that the parent approves or disapproves of the report, only that he/she has seen it. If the report card is lost, a note should report this to the office (from the parent/guardian).

Grading Policy

This school believes that the issuance of grades serves to promote continuous evaluation of student performance, to inform the student and parents of student progress, and to provide a basis for causing needed changes in student performance. Grades are expressed by a numerical and letter value as determined by Board policy.

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (below 60)
- I Incomplete

Grades given at the end of each nine-week period will be determined from daily work, oral and written assignments, and tests. The teacher will weigh the value of grades given for various assignments within the nine-week period in computing the grade. It is the responsibility of the student to obtain the specific assignments from the classroom teacher. The policy for make-up work is defined in this handbook. The work of a student whose grades are satisfactory but are withheld because of a failure to complete the

required work shall be reported as incomplete (I). If the incomplete is not removed within a reasonable time, not to exceed one quarter, it will then become an "F". TCAP scores in grades 3-8 will count as 20 percent of the final grade for the second semester in Reading/Language Arts, Mathematics, Science and Social Studies.

Progress Reports

In an effort to keep parents better informed of their children's progress as well as to increase parental involvement, FMS will provide a progress report after the fourth week of the grading period. These are to be signed by a parent or guardian and returned to the school. If students are not making expected progress, parents are encouraged to schedule private conferences with teachers to try to solve the problem.

Academic Recognition

Students participate in our quarterly awards ceremonies by receiving certificates for honor roll recognition, principal's award, and character recognition program. Parents are welcomed and encouraged to attend the awards ceremonies and will be notified by email and facebook notification.

Requirements for the lists are as follows:

High Honor Roll	Average of grades must be 95 or higher
Honor Roll	Average of grades must be 90 or higher

Extra-Curricular Participation

The minimum requirements for eligibility in extra-curricular activities at FMS are as follows:

1. Athletic participants must pass the previous school year in order to be eligible.
2. Violation of school rules or other misconduct may result in suspension or team removal.
3. A student on state probation may be suspended.
4. Students who have been suspended (out of school or in school) will not be allowed to participate in any extra-curricular activity during the suspension.
5. Participation requires attendance of all classes on the day of an activity. Any exception to this rule must be approved by the principal.
6. All requirements of a particular organization or sponsor must be met.

Textbooks/Library Books

Students are responsible for the care of the books assigned to them and will be charged for damage or loss of books. Lost and found books should be reported or turned in to the office.

Grades and records will be withheld until all books are accounted for or reimbursement has been received.

Information for Parents

Response to Instruction and Intervention (RTI²)

What is RTI²?

Response to Instruction and Intervention, or RTI², is a teaching system that uses data to identify students' specific needs and match those needs with appropriate instructional strategies.

What does the RTI² Framework look like?

The RTI² Framework has three tiers. Each tier provides differing levels of support.

- In Tier I, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.
- In Tier II, intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to Tier I instruction, students are provided small group interventions designed to meet their specific needs. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.
- In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the 10th percentile. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

What are the key components of the RTI² Framework?

- A key component of RTI² is that all children receive high quality curriculum and instruction in the general education classroom (Tier I).
- Another component of RTI² is that the school conducts universal screenings. Universal screenings review the performance and progress of all students through brief assessments. Universal screenings help schools identify students who may need more support or other types of instruction.
- As a result of universal screenings, students may be identified as needing targeted intervention (Tier II) in addition to the high quality instruction they are receiving in Tier I. Research based interventions are used to support students in the area(s) in which they are struggling. Research based interventions are teaching strategies or methods that have been proven effective in helping children learn.
- Another key component of RTI² is progress monitoring. Progress monitoring is a way for teachers to take a snapshot of how children are doing on a specific skill. It shows how well the intervention is working. It includes formal and informal assessments. Progress monitoring helps determine whether an intervention is successful or needs to be changed. This information is shared with parents on a regular basis.
- When progress monitoring indicates that the intervention is no longer needed, the child continues to receive support from the general education curriculum (Tier I). When progress monitoring shows that a child is not responding to the intervention, another approach or intervention may be tried. If a higher level of support is needed, students may be given more intense intervention that further focuses on the supporting skills they need to be successful learners (Tier III). Students who do not respond to Tier III interventions may be referred for special education.

HEALTH SERVICES

A Student Health History, completed by the parent, will be requested for each student upon initial enrollment. Parents may be asked to make an appointment with the nurse and principal to discuss any specific or serious health conditions. If your child is lacking any immunizations, the school nurse will send home information regarding the deficiency to the parent/guardian. Middle school students entering the seventh grade are required to have additional immunizations as stated on the Tennessee Department of Health website at <http://health.state.tn.us/ceds/required.htm>.

THE PARENT/GUARDIAN IS RESPONSIBLE FOR INFORMING THE PRINCIPAL OR DESIGNEE OF ANY CHANGE IN THE CHILD'S HEALTH STATUS OR CHANGE IN MEDICATION.

Medication Guidelines

All medications should be limited to only those required during school hours and necessary to maintain the child in school. No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take 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 in compliance with the following regulations. *No medication will be supplied by the school or school system.* It is the responsibility of a student's parent/guardian to supply any medication to be taken during school hours following the guidelines of non-prescription medication policy.

(1) Prescription Medication

All prescription drugs given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status and must comply with the following:

- a) Medication must be brought to school in the original pharmacy labeled container and shall display:
 - Child's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed physician's name
- b) Pharmacy name, address and phone number with physician's order and signed consent form by the parent or guardian must be on file at the school **prior to any prescription medication being given.**
- c) Medication must be delivered to the principal's office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers.)
- d) Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian(2) **Non-prescription Medication (Over-the-Counter/OTC)**

All non-prescription drugs given in school shall:

- a) be delivered to the principal's office by the parent or guardian of the student and all unused medication must be picked up by the parent/guardian within 3 days of notification or it will be destroyed
- b) be brought in the manufacturer's original container with the ingredients listed and the child's name affixed to the container
- c) require a written parent/guardian request which includes:
 - Child's name
 - Name and signature of parent/guardian
 - Name of medication
 - Dosage
 - Route of administration
 - Frequency and time of administration
 - Date to be discontinued
 - Purpose of medication
 - Parent's/guardian's phone number in case of emergency
- d) require a written parent/guardian request if the child is required to take non-prescription medication on long-term basis

(3) Short-term Medication

If a child is required to take prescription or non-prescription medication on a short-term basis (for example, 1-2 weeks), we recommend scheduling doses before and after school hours.

(4) Medical Procedures/Treatment

All procedures/treatments require written orders by a licensed practitioner and signed parental consent prior to the procedure being performed in the school by licensed medical personnel. If a student self-performs a medical treatment or procedure, a designated area shall be provided to ensure the student's privacy. All other health care procedures not performed by the student with or without assistance must be performed by a licensed healthcare professional/school nurse.

(5) Unauthorized Medication

A student's possession of any unauthorized medication with the exception of inhalers for asthmatic conditions could be considered a zero tolerance offense.

(6) Exemptions By Law

Tennessee law permits certain emergency procedures to be performed by school personnel with appropriate training. Those laws include T.C.A. 68-140-510 training for epinephrine injections which allows any lay person who has been trained to administer epinephrine and the amendment to T.C. A. 49-5-415 regarding Glucagon administration. It states that school personnel who volunteer and have been properly trained may administer Glucagon in emergency situations. No school system is required to have volunteer school staff trained. Fayetteville City Schools will not use volunteers. Each school shall have a plan of action in case of such an emergency. The school nurse will be responsible for handling any

emergency of this nature, and the plan of action will be used if the nurse is not in the building.

Illness, Injury or Accident

If the child becomes sick, injured, or involved in an accident while at school, the parent will be notified of the extent of the illness, injury, or accident. He/she will be admitted to the school health clinic for assessment and evaluation. In cases of extreme emergency the following steps will be implemented unless otherwise instructed by parent/guardian:

- attempt to contact parent/guardian or emergency contact listed on school record;
- if illness, injury or accident is life-threatening, emergency assistance (911) will be contacted and child will be transferred to the nearest health care facility;
- continued efforts will be made to contact the parent/guardian along with the child's physician in order that the child may receive the best possible care.

All serious injuries/medical problems will be documented on an accident/incident form in the school office and a copy submitted to the Director of Schools.

Head Lice

In order to avoid an outbreak of head lice, each child will be checked periodically to determine the presence or absence of lice. This procedure ensures that our schools continue to provide a safe and healthy environment.

If a child should be found to be infested, the parent/guardian will be notified by a school official and asked to pick up the child within two hours of notification. In order for the child to return to school, the following steps must be completed:

- proof of lice treatment must be presented to a school official;
- student must be accompanied by a parent/guardian to the school office to be checked;
- students must be lice and "nit" (lice eggs) free **before returning to the classroom.**

Other Contagious Diseases

Schools appear to be the perfect place for contagious childhood diseases (chickenpox, pinkeye, flu, colds, rashes, strep throat, viral infections, etc.) and in order to minimize these health problems, we ask that students do not attend school when contagious. While we do not want students missing instructional days, children with temperatures of 100 degrees or higher are most often experiencing some type of infectious process; and it is advisable that they stay home.

Anytime a child must be absent due to illness, the parent/guardian should notify the school of the cause so that necessary precautions may be taken to protect the other students.

Testing

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 screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight(3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject area of mathematics, reading/language arts, science and social studies.

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric 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.

No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered; and
5. The time and manner in which parents and students will be notified of the results of the test.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

Transportation

School bus service is available for Fayetteville Middle School students both in the morning and afternoon. If a student wishes to take advantage of bus transportation, please contact the bus supervisor (Eric Jones) at 433-5542 to obtain the correct information on schedule and bus. **If your child is riding home with someone different or riding a different bus, you must send a note.**

Inclement Weather

If we experience inclement weather, the decision to close will be made by the director of schools. Notification will be announced in the following ways: our FCSBOE App, automated phone system, social media platforms and posted on our fcsboe.org website.

Cafeteria

Fayetteville Middle School has a breakfast and lunch program that will be served daily.

Lunch prices are as follows:

Breakfast

Free for ALL students
Teachers/Staff \$3.00

Lunch

Free for ALL students
Teachers/Staff \$5.00
Adult Visitor: \$5.00

Students' lunchroom accounts are computerized. Students must know the last four digits of their social security number to key in the computer. In order to keep the serving line moving more efficiently thus giving children more time to eat, we encourage parents to deposit money in the cafeteria account on a monthly or at least weekly basis. When sending money for the cafeteria account, please place the money or check in an envelope and label as follows:

1. "Cafeteria Account"
2. First and Last Name of Child
3. Four Digit Code
4. Homeroom Teacher
5. Amount to be Deposited
6. Date

When sending a **check**, it is imperative that the child's first and last name is written on the check and labeled "cafeteria" to ensure it is deposited into the proper account.

Information will be sent home regarding an online school lunch payment program.

According to new child nutrition guidelines, food may not be brought into school. Parents are welcome and encouraged to purchase an adult meal in the cafeteria. Please sign in, obtain a visitor's pass in the office, and walk with your child's class to the cafeteria. Carbonated beverages are prohibited during lunch time.

Free and reduced lunch forms are available for each child. If you wish to apply for free or reduced meals during the school year, complete an application and return it to school.

Cafeteria Supervisor: Megan Hall (931-433-5542)

Board Cafeteria Charge Policy

All students are required to have advanced payment or cash for the day when coming through the cafeteria line. A report of student and staff member charges will be sent out on a regular basis.

Child Custody/Parental Access – (See Fayetteville City Board Policy F 1 C)

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

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

Guidance

All students have group guidance classes. Individual counseling is available on a referral basis. Students are welcome to come by the guidance office during available times. Parents may also make appointments to talk with the counselor.

Care of Building

This building is yours to live in while you attend school. We have a beautiful building, but it can only stay beautiful if we take care of it. Maintenance staff or custodians cannot correct or overcome abuse by the many students we have. Help keep the building and grounds free of damage and litter. A school is judged by its cleanliness.

Lost and Found

At the end of each 9 weeks all unclaimed articles are taken to Goodwill. Please label all jackets, coats, and personal items. We will make every effort to return labeled items.

Damage to School Property

Students and their parents/guardians shall be held responsible for damage to equipment or school property including textbooks, library books, and supplies. The administration will assess a proper amount for such damages. A receipt will be issued when payment is made, and money will be turned over to the bookkeeper for deposit in proper accounts.

Electronic Media – Terms and Conditions

Internet access is available to students in the Fayetteville City School System as an educational tool. Our goal in providing this service is to promote educational excellence in the Fayetteville City Schools by resource sharing and gathering information and news from research institutions.

1. Students may use the Internet in support of education and research assigned and approved by the instructional staff.
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging computers, computer systems, or computer network
 - Violation of copyright laws
 - Trespassing in another's folders, works, or files
 - Intentional misuse of resources
 - Using another's password
 - Use of network for commercial purposes
 - Revealing your personal address or phone number or that of another
 - E-Mail - No student will be permitted to use E-mail unless authorized by the teacher.

School Fees

As in previous years, we are asking parents for \$20.00 to cover various classroom supplies. Tennessee State Law states that **no** parent is required to pay any fee to attend public school. Whether a parent chooses to make a donation or not, **all children will be treated equally by this school.**

Fund Raising

The Fayetteville City Board of Education has always expended more funds for the schools in our system than was necessary to meet minimum obligations under the law. The purpose of any fund-raising in the City School System is to generate additional funds to help meet each school's **desires**, not **needs**. All money obtained from school fundraising is to be used to supplement current school activities, not replace Board funds.

Notification of Rights Under FERPA for Elementary & Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days from the day the district receives a written request for access.
- (2) The right to request the amendment of the student's education records that the parents believe are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The Fayetteville City Schools participate in some federal programs which help fund educational programs in our schools. This parent notification information will help you to better understand our schools and programs.

Public Law 107-110, "No Child Left Behind Act" (NCLBA) encourages parents to be actively involved and knowledgeable about their schools and their children's education.

Parent Notification Under NCLBA

- **Report cards on statewide academic assessment.** Each year parents will receive a report containing academic assessment information including the academic progress of each school and a comparison of Fayetteville City students to other Tennessee students.
- **Teacher qualifications.** Any parent may request information regarding the professional who provides services to their child. If a parent requests information about a teacher's qualifications, the system will provide whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; baccalaureate degree major of the teacher and any other graduate certification. Teacher certification information may be found on-line at <https://www.k-12.state.tn.us/tcertinf/>. You will be notified if a non-qualified teacher is in your child's classroom more than twenty consecutive days.
- **Individual achievement on state assessment.** Each year parents will receive a report of their child's scores on state assessments.
- **Limited English Proficiency Programs.** No later than 30 days after a student enrolls, parents will be notified of their child's eligibility based on state-mandated testing which includes level of English proficiency, how that level was determined, and the status of the child's academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.
- **Schools identified for improvement, corrective action, or restructuring.** No school in Fayetteville City has been identified for improvement, corrective action, or restructuring. If a school qualifies for any of the above, parents will be notified promptly and given opportunities to understand the school's academic issues and become involved in addressing them.
- **Supplemental educational services.** If a school fails to make adequate yearly progress according to certain statutory timetables, the district must make supplemental educational services available to eligible children in the school. The district must provide annual notice to parents and explain the available services.
- **Parental involvement policy.** The Policy Manual of the Fayetteville City Schools contains a Parent Involvement Policy (D17). Copies of the Manual are available at the schools and district office. Each Title I school has an additional parent involvement policy which provides for meetings for program planning and academic improvement through federal programs.
- **Safe and Drug Free Schools Program.** Fayetteville City Schools participate in the Federal Title IV Safe and Drug Free Schools Program. The district makes reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing to their child's participation, the district will withdraw the student from the program or activity.
- **Voluntary Public School Choice Program.** If, in the future, a child's school fails to make adequate yearly progress, parents will be notified and given educational options for their child.

- **National Assessment of Educational Progress.** From time to time, school districts, schools, and students are selected to participate in the National Assessment of Educational Progress. If your school or your child is selected, you will be informed prior to the assessment and if you choose for your child not to participate, he/she will be excused.
- **Military Recruiter Access to Student Information.** Prior parental consent must be obtained before releasing student information to any military recruiter.
- **Homeless Children.** The Fayetteville City School Policy Manual (F17) ensures that homeless children have equal access to the same free, appropriate public education as provided to other students. Parents of homeless children should contact the district liaison at the district office.
- **Student Privacy.** Student privacy is protected through FERPA as described in the student handbook and Fayetteville City School Board Policies D14 (Student Access to Media), F11 and F12 (Student Records), and F12B (Student Surveys). For additional information, contact the district office.
- **School-wide Programs.** If at least forty percent of students enrolled in a school are from low income families, the Fayetteville City School System will inform eligible schools and parents of school-wide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school.

Title I

The Title I program is the largest federally funded program developed for schools in the United States. Title I funds are used to provide help for students who need extra attention in reading in order to succeed. In the Fayetteville City School System, the Title I program serves children in Pre-Kindergarten through the eighth grade. A variety of programs are available depending upon the needs of the children involved. Included in these options are “in-class” participation by the Title I teachers, small group pull-outs for more intense instruction, and one-on-one remediation for those who are most readily at risk for failure. The Title I teachers work very closely with the regular classroom teachers in determining which options are appropriate for each grade level. A variety of teaching methods are used to reinforce the skills being taught in the regular classroom.

Our school system is making every possible effort to leave no child behind!

Fayetteville Middle School Parent Involvement Policy

Fayetteville Middle School encourages parent involvement (as advisors and resource people) in accordance with the Fayetteville City Board of Education Policy Number D17:

Title I Parent Involvement

Under the Federal Projects Director, the school system shall provide the coordination and technical assistance, plan and implement the Title I Program according to the guidelines set forth in law which includes, but is not limited to, the following:

1. Parent input into the planning, design and implementation of the Title I Program;
2. Meaningful consultation of parents of participating children in the planning, design and implementation of the Title I Program;
3. Organized, systematic, ongoing, informed and timely consultation in relation to decision about the program; and
4. The involvement of parents through activities and procedures which are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents of participating children have an adequate opportunity to participate in the planning, designing and implementing of the Title I program, Fayetteville Middle School shall:

1. Convene an annual meeting, to which all parents of participating children, including migrant students and limited English Proficiency students, must be invited, to explain the programs, activities and curriculum available under Title I;
2. Provide parents of participating children, including migrant students and limited English Proficiency students, with reports and explanations of their child's progress;
3. Make educational personnel under the Title I Program, including student services personnel, readily accessible to parents;
4. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program;
5. Make parents aware of parental involvement requirements and other relevant provisions of the program;
6. Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.
7. Provide parents of participating children with a copy of the parental involvement policy as well as timely information about the program.

Unsafe School Choice Policy

Any student who attends a school meeting the definition of “persistently dangerous,” or any student who has been a victim of a violent crime while at school will have the opportunity to attend a safe school.

PUBLIC NOTICE

The Fayetteville City Schools is an Equal Opportunity Employment Agency. This system conforms to the Civil Rights Act of 1964, and the Equal Opportunities Act of 1974. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The Fayetteville City School Board's policy outlines the complaint/grievance procedure to assure that these rights are protected under State and Federal Law. Any suggestions for the planning or implementation of these programs should be submitted to Eric Jones, Director of Schools, at the following address:

Fayetteville City Schools
110A South Elk Avenue
Fayetteville, TN 37334
(931) 433-5542 or (931) 433-4473

Child Advocacy Group Contact Information

There are many organizations on the state and local level that provide resources to parents and children as well as offering support, information, training, and helping be an advocate for persons with disabilities in Tennessee. A few of these organizations are:

Tennessee Department of Education

<http://www.state.tn.us/education/speced/legal.shtml>

Legal Services Division

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, TN 37243-0380

Phone: 615-741-2851, 1-888-212-3162

The ARC of Tennessee

<http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878 Toll-free: 1-800-835-7077

Support and Training for Exceptional Parents (STEP)

<http://www.tnstep.org/>

712 Professional Plaza

Greenville, TN 37745

Phone: 615—463-2310

Tennessee Protection and Advocacy (TP&A)

<http://www.dlactn.org/>

416 21st Avenue South

Nashville, TN 37212

Phone: 615-298-1080 Toll-free: 800-287-9636

Tennessee Voices for Children

<http://www.tnvoices.org>

1315 8th Avenue South

Nashville, TN 37203

Phone: 615-269-8914 Toll-free: 800-670-9882

Tennessee Disability Services—Disability Pathfinder Database

<http://kc.vanderbilt.edu/pathfinder/ServiceFinder/>

STUDENT ACCEPTABLE USE POLICY 4.406-B

The Fayetteville City School System strives to provide exceptional education for our children. Computer technology is one of the main instructional delivery methods employed by our teachers to instruct our students. In order to better ensure that computer technology is maintained for maximum use by our students, it is necessary that all computer users follow certain procedures. These procedures are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Fayetteville City School System Board Policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. **COMPUTER USE IS A PRIVILEGE, NOT A RIGHT.** Unacceptable use may result in

suspension or cancellation of privileges, as well as additional disciplinary and/or legal action. All costs incurred by the school because of the loss or damage to computer technology equipment due to violation of board policy and/or to these rules will be the responsibility of the student and/or the parent/guardian. Any fine or fees associated with the violation of State and Federal laws will be the responsibility of the offending student and/or the parent/guardian.

ACCEPTABLE USE

Student access to computers, the Network and the Internet are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students will not use the computer to play games unless specifically authorized by the supervising teacher. Students are allowed to "surf the net" as long as a learning objective is in place by the supervising teacher. Sometime during the school year, students will attend Internet safety instruction. The same rules and expectations govern student use of the computer as apply to other student conduct and communications. Students must comply with all these rules and other specific instructions of the supervising teacher while accessing the School's computers, Networks and the Internet.

- Web publishing/blogging/podcasting (including the use of the Wikis) in the classroom will be treated like a school publication. All language and content restrictions must be followed.
- Video conferencing/Media recording equipment may be in use on occasion in the classroom setting for instructional enhancement purposes. **If a parent/guardian does not want the display, distribution, publication, transmission, or otherwise use of photographs, images and/or video taken of their child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos and digital images such as those on the Fayetteville City Schools System website, then it is the parent/guardian's responsibility to inform the school.**

PROHIBITED USE

- Personal software and/or personal music are not allowed to be brought from home and installed/copied on any school computer. This includes purchased software, shareware/freeware, as well as files downloaded from the Internet. Such software/music will be confiscated from the student to become property of the school. **INSTALLING AND/OR COPYING SOFTWARE OR MUSIC WITHOUT A LICENSE IS A FEDERAL OFFENSE.** Offenders may be subject to civil damages, criminal penalties and even imprisonment.
- Students who knowingly infect a school computer with a "virus", "Trojan Horse virus" or "worm", etc., will have all computing privileges revoked and may be subject to other disciplinary actions which may include suspension from school and/or criminal prosecution. Any diskette and/or flash/USB/thumb/jump drive that has been used in a computer that has a known virus must be checked and cleaned by antivirus software. **No diskettes and/or flash/USB/thumb/jump drives will be allowed from home.**
- Any malicious use, disruption or harm to the school's computers, Networks and or/Internet services, which includes, but are not limited to hacking activities, will be considered a violation of the Student Acceptable Use Policy. All computing privileges will be revoked. Other disciplinary actions may follow. Use of the school's computers, Networks and/or Internet services for illegal activity will be considered malicious use. Any user who attempts to cause a breach of system security will have all privileges revoked and may be subject to other disciplinary actions. If a security problem has been identified, it is the user's responsibility to contact the supervising teacher, who will then contact the Technology Department.
- The school's computers, Network and/or Internet services will not be used to harass, defame, intimidate, threaten or otherwise discriminate against other individuals. This includes accessing,

submitting, posting, forwarding, scanning or displaying any offensive and/or inappropriate material by any method, including email. This will be considered a violation of the Student Acceptable Use Policy and may be prosecuted under Federal and State laws.

- Violation of copyright laws is expressly prohibited. This includes misrepresentation of created material by students. When Internet sources are used in student's work, the author, website and publisher must be identified.
- Although filtering software is in place, computer security cannot be made perfect and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. This includes material accessed through email. The supervising teacher will monitor sites as much as possible, but it is the student's responsibility to leave the offensive site immediately and contact the supervising teacher.
- A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- Students are not allowed to participate in "chat rooms" or have access to newsgroups, nor participate in "instant messaging".
- There should be no expectation of privacy in the use of the Internet. Student information will NOT be released by the school system without parental consent. Otherwise, all stored email and stored files will be considered a public record. The school reserves the right to monitor all computer and Internet activity.
- Accessing My Space, Facebook, and/or any other social networking site that is currently blocked by the filtering software is prohibited. Any student found to be on such a site will be in violation of this Student Acceptable Use Policy. This violation includes the use of proxy sites to access prohibited sites.
- Use of the school's computer technology, Network and/or the Internet for non-related school activities is prohibited. The school's computer technology is not to be used for private financial gain, commercial advertising or solicitation purposes.
- Sharing passwords or using passwords without permission and/or accessing other user's accounts or files is prohibited.
- Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Do not remove components from the computer (the mouse, headphones, etc.) Do not stick objects into any slots on the front or back of the computer. Do not change any of the display or the mouse settings.
- Individual classrooms will be visually recorded periodically for the purpose of specific instructional focus for lesson delivery enhancement.

Except on occasions such as school programs, athletic events, and similar public events, all visitors will report to the school office when entering the school to sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or his/her designee. In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school building during the hours of student instruction except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises. The principal has the authority to exclude from the school premises any persons disrupting the educational programs or disturbing the teachers or students on the premises. The principal shall engage police officials if the situation warrants.