

Crockett County Middle School Student/Parent Handbook 2025-26

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[CCMS Web Page](#)

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The mission of Crockett County Middle School is to provide a **safe and positive learning environment that prepares all students to be **responsible**, productive citizens in a global society.**

Este manual está disponible en español bajo pedido.



Crockett County Schools

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DIRECTOR OF SCHOOLS

Phillip A. Pratt

ASSISTANT DIRECTOR

Jared Foust

Dear Parents/Guardians:

Should an emergency situation ever arise while school is in session, we want you to be aware that our School District has made preparations to respond effectively.

Crockett County School District has a detailed Emergency Operations Plan which has been formulated to respond to a major emergency situation. Your cooperation is necessary in any emergency. During an emergency situation:

1. Do not telephone the school as the phone lines will be in use by the School District to coordinate emergency services.
2. Do not go to your child's school unless you have been directed to do so.
3. Students will be kept at school or at an off-campus evacuation point and only released to a parent/guardian or an adult who has been authorized on the Student Registration Card (the card required to be filled out by parents at the beginning of the school year. That's why it's critical you complete that form and keep it up-to-date through the school year!) **Parents must be patient with the student release process to ensure the safety of all students.**
4. Information from the School District will be distributed through the School District website (www.crockettcavs.net), radio/television stations, and/or the School District Facebook page. If necessary, parents/guardians will be contacted directly by telephone and/or text via the School Messenger System. The importance of keeping the school informed of phone number changes cannot be stressed enough!
5. Prior to an emergency, impress upon your children the need for them to follow the direction of any school or emergency personnel in times of an emergency.

Please discuss these matters with your family. Planning ahead will help alleviate concern during emergencies. Copies of our School Emergency Operations Plan are available in each school office upon request. Should an emergency situation occur, we thank you in advance for your patience and cooperation.

Sincerely,

Phillip A. Pratt
Director of Schools

Crockett County Middle School Student/Parent Handbook

2025-2026

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Crockett County Middle School

STUDENT/PARENT HANDBOOK

MISSION STATEMENT

The mission of Crockett County Middle School is to provide a safe and positive learning environment which prepares students to be responsible, productive citizens in an ever-changing society.

INTRODUCTION

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to your school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and find those things within our school which will prepare you to live a better life and take your place in this complex society. Remember that your success in school will be directly proportional to your efforts.

The administration will refrain from making more rules than necessary. Students are expected to conduct themselves as ladies and gentlemen, use sound judgment in their actions, and refrain from any disruptive behavior. Students are also expected to be courteous, show respect to all people, respect the authority of the teachers and staff, and follow all rules and regulations set for them by the administration.

Parents are encouraged to read the student handbook. **Parents and students will sign a form indicating that they have received a handbook and are responsible for its contents.**

GRADING SYSTEM

The grading system is as follows:

93 – 100	A	Superior
85 – 92	B	Above average
75 – 84	C	Average
70 – 74	D	Below average
0 – 69	F	Unsatisfactory
	I	Incomplete

HONOR ROLL

Principal's Honor Roll	93 or above in all classes
Cavalier Honor Roll	85 and above in all classes

MAKE-UP WORK

It is the responsibility of the student to make up all work that is missing due to an absence from class. This work must be made up and turned in by the second day after the student returns to school. In case of consecutive days absent, the teacher may extend the due date to a reasonable number of days.

MID-TERMS AND EXAMS

Final exams will be given at the end of each semester (Fall and Spring). These exams are weighted as 15% of a student's final grade. Typically, these exams are administered the last full week in each semester.

GUIDANCE

The school counselor will be available to assist students, parents, administration, faculty, and the community during the year. Areas of involvement will include orientation, scheduling, testing, individual and group counseling, career and vocational education, and personal social growth and development. Appointments are based on student requests and/or administrator, teacher, and parent referrals. It is understood that the occurrence of visits and the information shared is confidential unless that confidentiality is waived by the student or if withholding information could cause harm to the student or to others.

STUDENT GRIEVANCE PROCEDURE

The School Board has established the following procedure for handling personnel complaints and grievances. The student experiencing the problem is encouraged to discuss the issue in a personal conference with the school principal or with the supervisory person directly in charge. If this approach is not feasible or if the results are not satisfactory, the student may confer with the next level of supervision or directly with the superintendent. Each person in the chain of command should make an effort to resolve the problem. An appeal may be made to the Board of Education for a final disposition. The Board of Education will hear only complaints which have been carried through the proper procedure from the point of origin.

PERSONNEL QUALIFICATIONS

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child. Contact the school principal regarding this information.

TESTING

Tennessee Comprehensive Assessment Program (TCAP) has been the state's testing program since 1988 and it includes TN Ready assessments in math, English language arts, social studies, and science, as well as alternative assessments, like MSAA and TCAP-Alt, for students with special needs. For more information regarding TN Ready testing in Tennessee please visit the Tennessee Department of Education's website: <https://www.tn.gov/education/assessment/testing-overview.html> For Crockett County School System testing dates, please visit the school district website: <https://www.crockettcavs.net/administration/curriculum-instruction-assessment>.

PROGRESS REPORTS/PARENT TEACHER CONFERENCES

Progress reports for all classes for all students will be provided periodically. These reports will include student performance information as well as an academic average. Dates of parent/teacher conferences will be listed on the school master calendar. Parents are encouraged to request parent teacher conferences at any time they feel it would be beneficial to meet with their child's teacher(s). Parents are also encouraged to attend parent/teacher conferences when teachers request a meeting to discuss the student's progress.

REPORT CARDS

The Crockett County Board of Education has requested that these report cards be signed by a parent/guardian and returned to the school. Dates that report cards go out are listed on the school's master calendar. Parents should make every effort to be aware of these dates, and if a report card is not brought home to the parent in a timely manner, the parent is encouraged to contact the school.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The student is responsible for all lost and damaged books. The cost will be determined by the book's replacement price and the condition of the book when it was issued. Student records may be withheld until such matters are cleared up. By signing the form that acknowledges receipt of this handbook, parents are accepting responsibility for the cost of any lost or damaged textbooks.

PUBLICITY

Crockett County Middle School seeks opportunities to publicize the success of our students. Parent signature of the form acknowledging receipt of this handbook will provide CCMS with permission for a student's picture and name to be published in local newspapers and publications. Parents who do not wish to grant this permission must notify

the principal in writing of that request. CCMS will make every reasonable effort to honor that written request.

MEDIA RELEASE

I am verifying that the school has permission to use my student's image in publications unless I provide a written request to the principal that they not be included. This request must be received by the principal no later than 15 school days after enrollment at CCMS.

ENROLLMENT

When new students enroll in Crockett County Middle School, they:

1. Must show proof of residency in Crockett County. Non-resident students must complete an application to enroll in school and it will have to be approved by the director of schools prior to enrollment.
2. Must be accompanied by a parent or legal guardian.
3. Must be able to verify attendance and proper withdrawal and grades from the previous school.
4. Must provide an immunization record and copy of birth certificate.
5. Must provide a photo ID of parent or legal guardian and custody papers if legal custody is not to both birth parents

LEAVING SCHOOL OR CHECKING OUT

A student must report to the school office to receive permission to leave school during the school day regardless of the reason. Parents and teachers cannot give permission. Permission may be granted only by the administration. When the student returns to school the same day, he/she must check back in with the front office. Students and their parents are urged to arrange dental and physician visits outside of school hours for non-acute conditions. The school will not accept phone calls to check students out. All persons signing a student out will be asked for picture identification – **NO EXCEPTIONS.**

WITHDRAWAL FROM SCHOOL

When students withdraw from Crockett County Middle School, they:

1. Must be accompanied by a parent or legal guardian.
2. Must obtain and complete a withdrawal form from the guidance office.
3. Must pay all fees and return all CCMS books and materials.
4. Must provide the name of the new school.

HOMEBOUND INSTRUCTION ELIGIBILITY

See district policy <https://tsba.net/crockett-county-board-of-education-policy-manual/>

ATTENDANCE

The Crockett County Board of Education deems good attendance a vital part of successful progress toward a student's education. The interaction between teacher and student and among students cannot be duplicated by outside-of-class assignments. Therefore, absences from each class period must be for significant and verifiable reasons. A student with a chronic illness or condition must provide district-approved documentation (updated yearly) for attendance purposes.

The Crockett County School Board adopted a new attendance policy (6.200) in compliance with the laws of the state of Tennessee.

Three (3) parent notes will be accepted as excused absences. Parent notes and or doctor excuses are due within 5 days of your student returning to school. If notes are not received within the 5 day time frame the absence(s) will be classified as unexcused.

Excused Absences shall include (with proper documentation):

1. Personal illness of student, verified by a doctor signed, district approved medical excuse. (5 day time restraint on accepting doctor's excuses)
2. Failure of a bus to run.
3. Required court appearance. (Must provide court excuse document)
4. Bereavement/Funeral. (The School Administrator shall have discretion to determine if the absence was appropriate)
5. Special circumstances which in the School Administrator's judgment are out of the student's control.
6. Recognized religious holidays.
7. School initiated request for a parent to pick up the student due to illness, weather, or other instance deemed excused by the School Administrator. (Only the day of the event shall be excused)
8. Illness of a family member. (The School Administrator shall have discretion to determine if the absence was appropriate)

Tier I Intervention: After 3 unexcused absences, the parent/guardian will receive a letter from the school making them aware of the student's current absences and including a copy of the compulsory attendance law and board policy.

Tier II Intervention: After 5 unexcused absences, the parent/guardian will receive a letter from the district making them aware of the student's current absences, along with the compulsory attendance law. In addition to this letter:

- a) A mandatory conference with the student and the student's parent or guardian will be held at school.
- b) An attendance contract will be signed by the student, the student's parent or guardian, and the principal or school counselor at the conference. This contract will include a description of expectations for the student's attendance and will remain in effect for the remainder of the school year.
- c) Regularly scheduled follow-up meetings will be scheduled within 15 days of the initial conference.

d) For students with disabilities, an IEP/504 team review should determine if the absences are a manifestation of the student's disability and, if so, whether accommodations are in place to address the issue.

Tier III Intervention: After 7 unexcused absences, the student will be referred to the County Truancy Board where the student and parents/guardians are required to appear. This Board has the ability to assign school-based community service such as Crockett Youth Academy.

Any additional absence will result in a referral to the Juvenile Court for the student and possible criminal charges being filed against the parent(s)/guardian(s).

Tardy to School

The CCMS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period of instruction, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of CCMS's standard of excellence, which prepares students for success. Instructional time is viewed as a valuable resource. Consequently, chronic tardiness is viewed as a serious problem. When a student is tardy to school, the parent/guardian must walk the student in and sign them in with the front office. This is to ensure student safety so that no student is out front without supervision.

A student who has not cleared the office by 7:35 or is not seated in his/her first period class by 7:40 A.M. is considered tardy to school. Valid reasons for tardiness include illness, injury, accident, transportation problems, and other unforeseen emergencies.

Oversleeping is NOT a valid reason. Tardiness to school will be excused only when the following procedures are followed by parents and students:

1. Parents phone the office before 7:40 A.M. stating their child will be tardy, the valid reason for the tardy, and the expected time of arrival.
2. Upon arrival at school, the student reports to the front office to sign in before reporting to class.

Unavoidable car trouble or other emergencies that make a phone call impossible should be verified in a written note and will be handled on an individual basis. Unless there is reasonable doubt as to the authenticity of the phone call or note, the valid reason given by the parent will be accepted as an excused tardy. In cases of reasonable doubt, the office staff will phone the parents. The administration reserves the right to question all excuses. Only a limited number of these excuses will be granted.

The following consequences will be issued for students with unexcused tardies. Tardies will start over each nine weeks.

Tardy 1-3 – Warning Issued

Tardy 4 and 5- Parent Contact and Silent Lunch for 2 days.

Tardy 6 and above- Parent Contact and ISS

Tardy to Class

Teachers will keep accurate records of tardiness for the students who are tardy to their class without a valid reason. A student who misses less than ½ the class period will be considered tardy. Missing more than ½ of the class period will result in an absence being recorded. When a student receives 5 unexcused-to-class tardies they will be assigned one (1) day of in-school suspension (ISS).

Students who arrive late to school must come by the office and sign in. After first period each teacher has the authority to determine whether a student has a valid reason for being tardy to class. Valid reasons might include being detained by a staff member, helping with lunch cleanup, or a “real” restroom emergency.

ASSIGNED AREAS & HALL PASSES

Students will not be excused from their assigned area to help other teachers, to leave campus, to practice sports, etc. A student must have a lanyard pass (issued by the teacher) when out of an assigned area. It is the responsibility of the student to secure and keep a proper pass.

STUDENT RECORDS AND ANNUAL NOTIFICATION OF RIGHTS

Within the first three weeks of the school year, the school system will notify the parent(s) of students and eligible students of each student’s privacy rights. For students enrolling after the above period, this information will be given to the student’s parent(s) or the eligible student at the time of enrollment. This notice will be provided in the student/parent handbook and will include the right of the student’s parent(s) or the eligible student to:

1. Inspect and review the student’s educational records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people’s access to records, except when prior written consent is given, or under circumstances provided by law or regulations, or where the school system has designated certain information as “directory information” (see below). Parent(s) of students or eligible students may advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

ANNOUNCEMENTS

Daily announcements will be conducted by the school office with student assistance. The public-address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

AUTOMOBILES

Middle School students are not allowed to drive to school or to drive on school grounds during normal school hours for any reason.

ACTIVITIES

Crockett County Middle School extracurricular activities include boys' football, girls' softball, girls' volleyball, girls' cheerleading, basketball, soccer, tennis, cross-country, and band. Many other special activities are a part of the school's program. Each student is encouraged to be involved in extracurricular activities.

FEES

Some courses in the curriculum require materials that the student will consume and must be replaced yearly. These consumable materials may be covered by a fee. These fees will be minimal and based on the actual need.

CHECKS

The school can accept checks for payment of goods and services such as lunches, workbooks, etc.; however, the check must be for the exact amount of the purchase.

FUND-RAISING

All fund-raising activities must comply with the policies of the Board of Education. All fund-raising activities involving the middle school name, personnel, students, or facilities must be scheduled through the principal's office. Candy sales during the school day are prohibited.

VISITORS

Individuals visiting Crockett County Middle School are required to report to the main office. If they have business in any other part of the building, they will be issued a visitor's pass. Students who are formally out of school for a day are considered visitors. Students may not bring visitors to school to spend the day.

MEETINGS AND PRACTICE SESSIONS

The school will make every effort not to schedule class meetings, extracurricular activities, practice sessions, etc. on Sundays or on Wednesday evenings during the customary time for church services. The school staff will make every reasonable effort to effectively communicate schedules for all activities to those involved. Team schedules are posted and can be checked on the CCMS website, <http://crockettcountymiddle.tn.ccm.schoolinsites.com/>.

FAN BEHAVIOR

Students and parents are reminded that they represent the school when they are a fan at an athletic event. We urge them to set an example for all around them by being enthusiastic and positive.

SCHEDULING EVENTS

In order to avoid conflicts in scheduled events and activities and to ensure that all legal requirements are met, all functions should be coordinated through the principal's office, including fund-raisers.

SCHOOL IMPROVEMENT INITIATIVES

Crockett County Middle School has joined forces with members of the community to develop goals and objectives for school improvement. The school will work with the Advisory Committee and others to continue to accomplish and refine the goals and objectives defined in these initiatives to maintain and achieve on-going improvement. A copy of the school's current School Improvement Plan may be obtained from the school's administration.

CALENDAR

The official calendar for all school events is in the principal's office and will be maintained on the school's website.

CLOSING OF SCHOOL

Parents will be notified through the automated call system when school will be closed. It is critical that parents keep the school informed with the correct phone number to reach for these emergency announcements. In addition to the automated call system, radio stations WCTA - WIRJ - FM92 & FM104 and TV channels 3, 5, and 7 will broadcast all school closing announcements due to inclement weather or other emergencies. When it becomes necessary to dismiss during the regular school day, announcements will be made via radio and/or the automated call system. Parents are encouraged to follow us on Facebook or join us on TeamReach to keep up with all important school announcements.

EMERGENCY DRILLS

CCMS has a Disaster/Safety plan in effect. This includes a detailed plan of action in the event of an emergency. To practice safety procedures, students will be required to engage in the required fire, tornado, earthquake, and intruder drills throughout the school year.

FOOD, CANDY, AND DRINK DURING CLASS PERIODS

Food, candy, and drink (including breakfast foods) are not to be brought to school by students for consumption during class period. The only exception is for special projects that have been scheduled by the instructor and approved by the principal's office. No other outside beverages will be allowed.

STUDENT WATER BOTTLES

Students may have a **clear or translucent** water bottle with them during the school day. The contents of the bottle should be visible from the outside. No other drink containers will be allowed, including Stanley cups. They will be taken away and held in the office until the end of the day.

PLAGIARISM/AI

The definition of plagiarism includes, but is not limited to:

1. Borrowing someone's idea, information, or language without documenting the source, and/or
2. Documenting the source but paraphrasing the sources language so closely without using quotation marks to indicate that words and phrases have been "borrowed". Borrowed ideas must be in the student's own words and context with documentation.

If a teacher determines that a student has plagiarized an essay, research paper, or other assignment, that student may receive a failing grade for the assignment. Other consequences may also be given, as deemed appropriate by the teacher and/or administration. Students may use AI for instructional assignment purposes but must indicate they used it and how it was used. Students must not plagiarize from AI.

POSTERS, PLACARDS and NOTICES

No posters, placards, or notices are to be posted anywhere in the building without administrative approval.

COMMUNICATION

To improve communication between school and home, the school uses TeamReach (Code CCMSPARENTS2526) . The school also has a Facebook page, <https://www.facebook.com/CrockettCountyMiddleSchool>. We encourage you to join us on both.

TELEPHONES

Students may not use the office phone for personal calls except in an emergency and with staff permission. Forgetting homework, checking on a doctor's appointment, forgetting after-school practices, etc., will not be considered an emergency. Students are expected to be responsible enough to remember assignments, after-school practices, etc., and make prior arrangements before school each day. If a student receives a call, he/she will be called out of class only in the event of an emergency. Otherwise, messages will be taken. Normally, phone calls for students will be handled between classes, during lunch time, or after school.

FOOD SERVICE INFORMATION

Crockett County School Nutrition remains committed to providing safe, healthy, and enjoyable meals to our students. We thank you for the support that you have given to us over the last several years, and we look forward to continuing to do what we love most- feeding our children!

BREAKFAST

Employee Breakfast \$2.50

Visitor Breakfast \$2.50

LUNCH

Student Lunch \$0.00

Employee Lunch \$5.00

Visitor Lunch \$5.00

*Prices are subject to change after this handbook is printed.

Additional Resources

Families may find assistance with school meals by contacting the Crockett County Schools Nutrition Supervisor, Whitney Thornton at 731-696-2116 or whitney.thornton@crockettschools.net

LUNCHROOM REGULATIONS

1. Conduct during lunch should be of such a nature that a pleasant atmosphere is maintained.
2. Breaking the lunch line or saving places in line is unfair to other students and is not allowed. Students are not permitted to save seats at the lunch table.
3. Excessive noise in the lunchroom will not be tolerated.
4. Students are not allowed to leave campus for lunch. All students are expected to eat lunch on campus, and lunches will be purchased from the cafeteria or brought from home. **Lunches may not be purchased from outside vendors and delivered to school via parents/guardians or delivery services.**
5. The lunch period will last 25 minutes.
6. No open food, open drinks, paper cups or other dishes should be taken from the lunchroom.
7. Peanut butter and food or drinks containing Red Dye #40 are prohibited and are not to be brought to school.

DRESS CODE

A safe and disciplined learning environment is a basic requirement of a good school. Standards of student dress and grooming are essential elements in maintaining an appropriate educational setting. Our dress code is designed to help students recognize attire that would be appropriate in their future workplace as well as in an educational setting. Extremes in apparel and appearance which are a disturbing influence, a distraction to the learning process, or hazardous to the health and safety of students or staff are considered inappropriate. The following attire is approved:

1. Shirts or tops properly fitted. An appropriate number of buttons, if applicable, must be buttoned to ensure proper coverage. Tank tops and off the shoulder tops are not permitted. **Shirts must cover back, shoulders, and midriff at all times.**
2. All clothing (including t-shirts) and accessories shall be free of the following: profanity, weapons, sexually suggestive phrases or images, racial or ethnic slurs and/or slogans, gang symbols or disruptive groups, alcohol, tobacco, drugs, or advertisements for such products.
3. Slacks, jeans, skirts, and shorts must be **knee length** or longer with jeans having straight or flared (boot cut) legs and designed to be worn at the waist. Pants must fit at the waist and not be oversized or undersized and may not give the appearance of sagging. **Athletic pants, athletic shorts, leggings, jeggings, and yoga pants are not to be worn at school.**
4. Dresses must be **knee length** or longer and have appropriate necklines and sleeves.
5. All clothing listed in #1 through #4 should not expose any skin above the knee.
6. Shoes must be laced, tied, strapped, hooked, or fastened appropriately as designed.
7. Jackets with hoods and hoodies are allowed but hoods are not to be worn in the building. All clothes must fit properly. No oversized/undersized clothing may be worn.
8. No hats, caps, “durags”, or any type of head covering shall be worn inside the building. (Except for religious or medical reasoning with administration approval.)
9. Body piercing/jewelry accessories are allowed only if it does not create a safety issue.
10. Tattoos must be covered at all times.
11. Hair styles that distract from the educational process will be addressed on an individual basis. It would be wise to ask before you do something, “unusual.”

****The administration may determine other apparel to be UNACCEPTABLE in view of dress code intent and community standards.**

CONSEQUENCES OF DRESS CODE VIOLATIONS

First and Second Violation:

- The student must immediately become compliant or be assigned to an administrative intervention (ISS) until becoming compliant.

Third Violation:

- The student must immediately become compliant.
- The student will be assigned to an administrative intervention (ISS) for the remainder of the day.

Fourth Violation:

- The student must immediately become compliant.
- The student will be assigned to an administrative intervention (ISS) with Alternative Learning Center rules for two days.

PERSONAL ELECTRONIC DEVICES (P.E.D.)

1. (Cell Phones and Other Electronic Devices) The term Personal Electronic Device or P.E.D. is defined as a cell phone, smart phone, iPod, e-reader, laptop, iPad, smart watch, ear-phones or pods, video camera or any other electronic device not used for medical reasons.
2. Students are not permitted to use or have cell phones on their person during school hours. Devices are to be zipped up in a backpack, out of sight at all times while in the school building.
3. These devices must be turned OFF when stowed. Any noises, lights or signals which alert school authorities to the presence of a device will result in it being confiscated according to the provisions of this section.
4. Students are allowed to use their cell phone or other P.E.D. for reasonable communication purposes **outside** of the building after school dismisses unless otherwise designated at specific school functions.
5. The taking of photos or the recording of videos on school buses, in classrooms or hallways, or in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in a sexual harassment violation. Any phone confiscated in an area where privacy is a reasonable expectation (especially bathrooms and locker rooms) will be confiscated for an extended period of time (see violations/consequences below).
6. Recording altercations on school grounds or at school events is prohibited. In such cases, the recording device may be confiscated as evidence, and the student may lose the privilege of bringing a P.E.D. to school.
7. Parents are encouraged to discuss the proper use of Social Media with their students. "Sexting" will be investigated and prosecuted by the appropriate authorities (sheriff, police department, etc.) Students must report to an adult any inappropriate messages they receive as quickly as possible in order to protect themselves from prosecution. The school will investigate any issues involving social media that either occur at school or cause a disruption to the school environment.
8. It is a violation of school policy to use any device or proxy to circumvent the filtered internet access provided by the school district. Therefore, the use of MiFi devices or "Personal Hot Spot" features are strictly prohibited.
9. The Crockett County Board of Education, its schools, or its employees assume no responsibility or liability for the loss or damage to any student's personal electronic device(s), or for the unauthorized use of a student's personal electronic device(s). **Crockett County Middle School is not responsible for lost, misplaced, stolen, damaged, etc., electronic devices, and such incidents will not be investigated.**

VIOLATIONS/CONSEQUENCES

- The first time a student's P.E.D. is confiscated and held in a secure location, an adult parent or guardian may come to the office and retrieve it without penalty after 1 school day.

- Subsequent times a P.E.D. is confiscated will result in 5 days of confiscation for each offense with no option of shortening the time period. (i.e., 3rd time...15 days, 4th time...20 days, paying a fine is NO LONGER an option to retrieve a P.E.D. early.)
 - Student may receive up to three days of ISS
- P.E.D.s confiscated in areas where privacy is a reasonable expectation will not be returned for at least 5 school days.
- P.E.Ds. confiscated for recording in areas where privacy is a reasonable expectation will not be returned for 10 school days and the student loses the privilege of bringing a P.E.D. to school for the rest of the year. An incident of this nature could result in a sexual harassment violation.
- An administrator will be contacted if the student refuses to give up the device for a violation or if a student turns in a “dummy” device. The student’s insubordination will be considered a level 2 disciplinary offense.

MEDICATION

Administering any medicine to students is not a recommended procedure for schools, but at times it is inevitable. Any medicine that needs to be administered at school should be done as follows:

1. A written order from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken must be on file in the middle school nurse's office.
2. Written permission from the parent or guardian of the student requesting that the school district comply with the physician's order must be on file in the middle school nurse's office.
3. Any medication must be brought to and from school by a responsible adult in a container appropriately labeled by the pharmacy or physician to be given to the person in charge of administering the medication. **Under no circumstances should medication be brought to or from school on a school bus or by any minor.** Students should never be in possession of any type of medication while on school grounds, on a school bus, or at any school function.

HEALTH SCREENINGS

The Crockett County Office of Coordinated School Health will conduct routine health screenings for all sixth and eighth grade students. They will have height, weight, and blood pressure screened at no cost to you per Crockett County Board Policy 6.402. The results from this free service will be kept confidential and will only be shared on a need-to-know basis.

INSURANCE

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises. However, the Board of Education will provide supplemental school day accident insurance for all students. Insurance will be provided for athletes through the same policy. It is the responsibility of the parent/guardian to make sure an insurance claim has been properly filed within 90 calendar days of the date of the accident.

Behavior and Discipline Code

The Crockett County Board of Education has adopted the following code of behavior and discipline in order to ensure that students behave in an appropriate manner and to ensure that all students can learn and teachers can teach in a safe school environment. Teachers, administrators, and other school personnel are authorized to take just and reasonable measures to establish effective school discipline. Enforcement of student behavior shall extend to school buses and all school activities. Each school principal shall be responsible for implementation and administration in his/her school. He/She shall apply the code of behavior and discipline uniformly and fairly to each student without partiality or discrimination.

CROCKETT COUNTY SCHOOLS CODE OF BEHAVIOR AND DISCIPLINE

At the heart of behavior and discipline are certain virtues found in any highly civilized society. Students are expected to use these virtues to model positive behavior. Every effort shall be made to reward and recognize those students who demonstrate outstanding character by displaying these virtues on a day-to-day basis:

KINDNESS - The desire to show genuine sympathy and interest in others' well-being.

COURTESY - The ability to display positive behaviors that may be interpreted as being considerate, respectful, generous, polite, and mannerly in school, at home, and in the community.

HONESTY - The conviction to say and/or do the morally right thing, regardless of public recognition.

SELF-DISCIPLINE - The ability to control oneself for the sake of improvement.

RESPECT - The recognition of the basic worth and value of all human beings, which results in an individual relating to others in a manner which reflects dignity and honors humanity.

COURAGE - The internal strength to actively support convictions and beliefs.

PERSEVERANCE - The ability to pursue worthwhile goals despite obstacles and distractions.

SELF RESPECT - The ability to use a belief in self-worth, to recognize that choices exist in all situations, and to resist negative peer pressure in making positive choices.

BEHAVIOR & DISCIPLINE

1. The administration is responsible for establishing and maintaining effective discipline within the school.
2. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom and an environment which is conducive to learning.
3. Pupils shall comply with all school rules and regulations of the school system. Disciplinary measures may be taken to control the behavior of pupils not meeting the accepted norms of school behavior and to prevent individual pupils from disturbing school activities of others. Failure to comply with such rules and regulations shall result in such discipline as follows Tennessee Code Annotated.
4. Administrators have the right to expect the cooperation of all teachers, and it is the duty of all teachers to assist in the discipline of the total school.
5. The authority to control pupil conduct shall extend to all activities of the school, including all games and public performances of athletic teams, trips, excursions, band, and other activities and groups.
6. The administrators and teachers have the responsibility to see that students be appropriately dressed and groomed for any school function or activity. This includes all regular school extracurricular activities. The dress code will apply for all functions and activities unless otherwise notified.
7. Teachers and administrators are authorized to take just and reasonable measures to establish effective school discipline and to develop in pupils' self-discipline and emotionally mature behavior.
8. Discipline should always be considered in terms of helping the student to make better adjustments to living.
9. Students shall comply with the rules and regulations of the school, and they shall submit to such discipline penalties as may be prescribed for inappropriate conduct.
10. Profane and indecent language and the use of alcohol and illegal drugs are prohibited.
11. Students who deliberately deface or damage any school property, including school buses, shall pay for such damages. Parents can be held responsible for up to \$5,000 in damages.
12. Specific discipline policies have been established to prohibit disorderly conduct, as well as the illegal possession, distribution, and sale of tobacco, alcohol, and other drugs by students.

ZERO-TOLERANCE OFFENSES

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

1. Bringing to school or being in unauthorized possession of a firearm on school property.
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event.
3. Aggravated assault.
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
5. Threat of mass violence. (Threatening to commit an act of mass violence creates a Class E felony; if the threat to commit mass violence is on the property of a school, the felony is increased to a Class D felony)

Committing any of these offenses shall result in a student being expelled from the regular school program for at least (1) calendar year unless modified by the Director of Schools.

Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

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

Students expelled for drug, weapon, or assault violations are not allowed on school property during the full term of the expulsion, unless assigned to the alternative school, in which case this will be waived during school hours only.

Any student in violation of Zero-tolerance policy will forfeit any fees paid for rentals, organizational memberships, field trips, tickets, dances, etc.

The director of schools shall have the authority to modify zero-tolerance requirements on a case-by-case basis.

BULLYING

Students shall be provided with a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. An act of harassment, bullying or intimidation occurs if the act 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. These acts may also take place through electronic means.

Alleged victims of the above-referenced offenses should report these incidents immediately to a teacher, counselor or building administrator. A bullying report form is located on our web page and may be accessed from home or school in order to report incidents of bullying. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because 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 action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report itself will be considered harassment and will be treated as such.

GANG-RELATED ACTIVITIES

Until a specific policy is developed by the School Board, Crockett County Middle School will document any gang-related activity on the student's discipline record and contact the parent or legal guardian of any student participating in any of the following activities: drawing gang symbols/graffiti, wearing gang attire or accessories, displaying gang signs, inciting students to fight, recruiting others into a gang, and destruction of school property. Any other type of gang-related activity will also be documented, and other disciplinary measures may be taken.

HARASSMENT/DISCRIMINATION

Crockett County Board of Education policy prohibits harassment (sexual, racial, ethnic, or religious) from occurring among its employees and/or students or to its employees and/or students and will make efforts to prevent it from happening by publicizing this in books and conversations.

POLICE QUESTIONING/APPREHENSION

School authorities are frequently asked to assist officers of Law Enforcement agencies, Social Services, Child Protection Service Agencies, and others in the pursuit of alleged crimes, child abuse cases, child welfare cases, and other investigative procedures that

may involve children in school. The school will make reasonable efforts to comply with such requests made by the proper authorities.

SEARCHES

In order to provide students with a safe learning environment, our campus is routinely inspected by detection canines for prohibited items. The administration reserves the right to search lockers, automobiles, and/or personal property on school premises, school buses, or during any school function.

TOBACCO-FREE CAMPUS

Crockett County Schools will provide a tobacco-free campus by requesting (in addition to its no tobacco policy for students) that staff and visitors refrain from using tobacco of any kind on school grounds. Smoking is prohibited on any school property including restrooms and bleachers at sporting events. Students smoking or in possession of tobacco or vaping devices on campus will be referred to juvenile authorities for a court appearance and assigned 5 days of ISS. **For purposes of enforcement, e-cigarettes and similar devices will be considered the same as tobacco.**

TOBACCO/VAPING PREVENTION PROGRAM

Tier I - First Offense

- INDEPTH Class Assigned- Intervention for Nicotine dependence
 - \$25.00 fine
 - 4-hour class on Saturdays (8:00 am – 12:00 pm)
 - Parent/Guardian MUST attend for the first hour
 - Held in the Alternative Learning Center located in the Aux Gym at CCHS
 - In School Suspension placement for 5 school days.
- Failure or refusal to complete the INDEPTH program will result in Tier II actions.

Tier II – Second Offense

- INDEPTH Class repeated
 - \$25.00 fine
 - 4-hour class on Saturdays (8:00 am – 12:00 pm)
 - Parent/Guardian MUST attend with their child the 4-hour class
 - Alternative School placement for 10 school days
 - Tobacco citation issued
- Failure or refusal to complete the INDEPTH program will result in Tier III actions.

Tier III – Third Offense

- Tobacco citation issued
- Placed in Alternative School and Crockett Youth Academy for 30 days.

Tier IV – Fourth Offense

- Tobacco Citation issued
- Placed in Alternative School and Crockett Youth Academy for 45 days.

At any time, a student found in possession of a vape may be drug tested. If a student tests positive for any unprescribed drug, the student will then face Zero Tolerance consequences.

ALCOHOL AND DRUG TESTING

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. The Disciplinary Hearing Authority or school administrator is authorized to order drug tests for individual students when there is a reasonable cause to believe that:

- 1) The school board policy on alcohol and drug use has been violated.
- 2) A search of lockers or vehicles produced evidence of the presence of drugs, drug paraphernalia, vape, and/or alcohol.
- 3) A search of persons and containers produced evidence of a presence of drugs, drug paraphernalia, and/or alcohol.
- 4) Through observation or other reasonable information reported by a teacher, staff member, or other reliable source that a student is using drugs and/or alcohol on school property and/or the use of the substance is adversely affecting the student's performance or behavior at school. Upon receiving reasonable information, the principal shall take the following steps:
 - Call the student into the principal's office or another private place.
 - Summon an appropriate witness (trained supervisor) to the proceeding to assist.
 - Inform the student of the nature of the information available to him/her which is the basis for the determination that a test is necessary (Informer's name will not be revealed).
 - Inform the student of the procedures which shall be followed in administering the test.
 - Give the student the opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the Disciplinary Hearing Authority. The Board will consider the refusal the same as a positive test result.
 - Notify the parent or guardian of the student of the impending test. The trained supervisor shall take the student to a designated place and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the student, and which will assure that the integrity of the specimen itself is not compromised. The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the

student. A portion of each specimen will be labeled and retained. The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

- If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
- If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the results. In addition, they shall receive referral information which shall include in-patient and community-based drug and alcohol treatment programs. In the case of positive results of the analysis, the administrator shall assign discipline action and explain the appeal process to the student and parent. The administrator will consider positive test results as a violation of the Board's Zero-Tolerance Policy Level I (unlawful use, in possession of or being under the influence of alcohol or drugs on school property). See the section under Discipline (Zero-Tolerance Violations) for more information about consequences and requirements.

OUT-OF-SCHOOL SUSPENSION

An administrator may suspend a student from attendance in a specific class or school related activity without suspending the student from attendance at school. Based on the severity of the offense, an administrator may suspend a student from attendance at school and all school activities. Students may be suspended for good and sufficient reasons including but not limited to:

- Willful and persistent violation of school rules.
- Immoral or disreputable conduct, including vulgar or profane language.
- Violence or threatened violence against the person or any personnel attending or assigned to any school.
- Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school.
- Inciting, advising, or counseling others to engage in any of the actions that would justify suspension.
- Marking, defacing, or destroying school property.
- Possession of a pistol, gun, or firearm on school property.
- Possession of a knife or other weapons, as defined in state law, on school property.

- Assaulting an administrator, teacher, school bus driver, or other school personnel with vulgar, obscene, or threatening language.
- Unlawful use or possession of barbitol or legend drugs as defined by state law.
- Engaging in behavior which disrupts a class or school sponsored activity.
- 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.
- 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.
- Off-campus criminal behavior resulting in felony charges.
- When behavior poses a danger to persons or property or disrupts the educational process.
- Any other conduct prejudicial to good order or discipline in any school. Except in an emergency, an administrator shall not suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense of, may have been facing a threat of imminent danger of death or serious bodily injury, then the student may not face any discipline action. When a student is suspended, the administrator shall notify the parent/guardians and the Director of Schools/designee of the following:
 - Student's suspension
 - Cause for the suspension
 - Any conditions for readmission which may include a meeting of the parent/guardian, student, and the administrator. If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the administrator.

ADMINISTRATIVE INTERVENTIONS

To maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, the student will receive an administrative intervention (assigned to an isolated classroom, supervised by staff, and required to complete assigned work). Administrative interventions shall be conducted in accordance with the following guidelines:

- Students will be assigned administrative intervention only through school administrators.
- The administration will inform staff members of those students receiving intervention. This will include notifying the student's counselor.
- The principal/assistant principal shall see that each student assigned to intervention will have textbooks and class assignments. If a student does not, the principal/assistant principal shall make the necessary arrangements to have the student get the material.
- Credit shall be given for all assigned class work completed during the period of the intervention. This material is to be turned in before the student returns to the regular classroom. The student may make up any test or quiz given during this time as soon as possible after returning to class. The classroom teacher is responsible for assigning grades for work completed during the intervention.
- Other information will be given to the student by the administrative intervention supervisor. The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.

1. The development of each code shall involve principals and staff members of each level and shall be based on evidence-based behaviors supports and interventions. The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.

2. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members have the authority to enforce the code of conduct and shall ensure that disciplinary measures are implemented in a manner that:

- Balances accountability with an understanding of traumatic behavior.
- Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school.
- Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans.
- Creates consistent rules and consequences; and
- Models respectful, non-violent relationships.

To ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices:

1. RTI2B,
2. Behavior intervention plan.

Principals shall use appropriate discipline management techniques when enforcing the code of conduct.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying (home or school), and/or hazing)

DISCIPLINARY PROCEDURES

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

DISCIPLINARY OPTIONS

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges

- Strict supervised study
- In-school suspension
- Behavior intervention plan, restorative practices

MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

DISCIPLINARY PROCEDURES

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

DISCIPLINARY OPTIONS

- Teacher/schedule change
- Peer counseling
- Referral to outside agency
- In-school suspension
- Suspension from school-sponsored activities or from riding school bus
- Out-of-school suspension
- Behavior intervention plan, RTI²B, restorative practices, counseling

MISBEHAVIORS: LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II misbehaviors
- Fighting

- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Use, sale, distribution, and/or being under the influence of drugs
- Stealing
- Threats to others

DISCIPLINARY PROCEDURES

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The principal may refer the incident to the Director of Schools and make recommendations for consequences.
- The record of offense and disciplinary action shall be maintained by the principal.
- Any change in school assignment is appealable to the DHA.

DISCIPLINARY OPTIONS

- In-school suspension
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Behavior intervention plan, restorative practices, RTI²B, counseling

MISBEHAVIORS: LEVEL IV

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat

- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Aggravated assault*
- Vandalism
- Theft, possession, and/or sale of stolen property
- Arson
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analogue, or legend drug)*
- Use or transfer of unauthorized substances
- Electronic threat to cause bodily injury or death to another student or school employee

* Designates zero tolerance offenses.

DISCIPLINARY PROCEDURES

- The principal confers with appropriate staff members and with the student.
- The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- The parent(s)/guardian(s) are notified.
- Law enforcement officials are contacted.
- The incident is reported, and recommendations are made to the Director of Schools.
- The principal notifies the staff members of the resolution.
- If the student's placement is to be changed, adequate notice of the changes and his/her right to appear at a hearing. shall be given to the student and his/her parent(s)/guardian(s).

DISCIPLINARY OPTIONS

- Other hearing authority or Board action which results in appropriate placement.
- Alternative placement/expulsion

*****IT SHOULD BE NOTED THAT THE VIOLATIONS LISTED ARE EXAMPLES AND ARE NOT ALL-INCLUSIVE BUS REGULATIONS**

BUS ACTIVITY

Bus transportation is provided as a privilege to students. Proper behavior is expected on school buses at all times. In order to help ensure the safety of students, drivers and the

general public, drivers are given the authority to establish reasonable rules for safety and conduct on their buses. Drivers are also authorized to deal with minor disciplinary matters on their own, through assigning seats, contacting parents or other reasonable measures. When deemed necessary, the driver may report students to the principal's office for disciplinary action.

Classification I: Including but not limited to the following: out of seat, excessive noise, throwing paper, food, candy, drinks, horseplay, gum, etc.

Classification II: Including but not limited to the following: weapons, drugs, assault, fighting, tobacco, harassment, safety violation, profanity, disrespect, disregard of previous bus suspension, and any other behavior that could pose a possible potential danger to others. No warning – 10 days minimum.

FIRST OFFICE REFERRAL:

Classification I: Warning and consequence at the discretion of the school administrator to include parental notification.

Classification II: Bus suspension for a minimum of 10 school days.

SECOND OFFICE REFERRAL:

Classification I: Bus suspension for a minimum of 10 school days

Classification II: Bus suspension for a minimum of 30 school days

THIRD OFFICE REFERRAL:

Classification I: Bus suspension for a minimum of 30 school days

Classification II: Bus suspension for the remainder of the school year.

FOURTH OFFICE REFERRAL:

Bus suspension for the remainder of the school year.

No student shall have more than 4 bus referrals during one school year.

CROCKETT ACADEMY

If a student is assigned to Crockett Academy for any reason, the student must provide a current physical, wear an orange shirt (provided by the school) throughout the entire school day (including bus travel), and meet additional dress code requirements as outlined below (subject to change and/or clarification):

1. Hair may not touch the ears, collar, or eyebrows.
2. Jewelry may not be worn
3. Phones are not permitted during the period students are assigned to Crockett Academy.
4. Additional restrictions on the "normal" school day may also be added.

TITLE VI/IX PROVISIONS/NOTICE OF NONDISCRIMINATION

The Crockett County School System affirms that it will comply with Title VI and Title IX of the Civil Rights Act of 1964. Title VI states:

No person in the United States shall, on the basis of race, color, sex, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Anyone who believes that the school system has discriminated against them, or another individual may file a complaint. The complaint can be sent to:

Allison Smith

Director of Special Projects

102 Cavalier Drive

Alamo, TN 38001

Telephone: (731) 696-2604

Cody Dew

Special Education

102 Cavalier Drive

Alamo, TN 38001

Telephone: (731) 696-2604

The Office of Civil Rights

U.S. Department of Education

P.O. Box 2048, 04-3010

Atlanta, GA 30301-2048

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law which requires that Crockett County Schools, with certain exceptions, obtain written consent from parent(s) or eligible students prior to the disclosure of personally identifiable information from a student's educational records. However, Crockett County Schools may disclose appropriately designated directory information without written consent, unless parents have advised the district to the contrary, in accordance with district procedures. The primary purpose of directory information is to allow Crockett County Schools to include this type of information from a student's education records in certain school publications. Examples include but are not limited to:

- A playbill, showing a student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs; and
- Sports or activity sheets, such as basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Crockett County Schools has designated the following information as directory information:

1. Student's name
2. Grade level
3. Telephone listing
4. Address
5. Photograph
6. Date and place of birth
7. Electronic mail address
8. Dates of attendance
9. Degrees, honors, and awards earned
10. Weight and height of members of athletic teams
11. Major Field of study Participation in officially recognized activities and sports
12. Most recent educational agency, or institution attended.

If parents do not want Crockett County Schools to disclose directory information from their child's educational records without their prior written consent, they must notify the district in writing each school year by August 15th.

School Parent and Family Engagement Policy

CrockettCounty Middle School

School Year 2025-2026

Revision Date 08/22/2022

In support of strengthening student academic achievement, **Crockett County Middle School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities and is incorporated into the school's plan submitted to the local educational agency (LEA).

Crockett County Middle School agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 421111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) families play an integral role in assisting their child's learning;
- (B) families are encouraged to be actively involved in their child's education at school;
- (C) families are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
- (D) other activities are carried out, such as those described in Section 1116 of the ESSA.

Crockett County Middle School will take the following actions to involve families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by families, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Parents will be encouraged and invited to participate in the periodic review of this policy
- Parents and families will have opportunities at all school events to provide input regarding this policy. Examples of meetings include Open House, Parent Teacher conferences, parent involvement nights, school-hosted community nights (such as a “tailgate” party during a high school football game), and student recognition events.
- Both formal and informal input from parents will be sought and processed
- A “suggestion box” is available in public waiting areas at the school to provide parents and community members an ‘easy’ opportunity to provide either anonymous or signed input into any school policies or procedures. This input will be reviewed by the Title 1 team for discussion and inclusion into school operations.

ANNUAL TITLE I MEETING

Crockett County Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the school wide plan, and the school-parent compact.

- The first Title 1 meeting will be held annually during our 6th grade orientation. This provides an opportunity to explain to families new to the middle school the requirements of Title 1 and our participation as a School-Wide Title 1 school. Copies of the Middle School's Engagement Policy will be available and an open invitation to assist with the process will be extended
- A follow-up meeting will be held on the 2nd week of school during morning hours to provide the same information to parents or community members that may not be able to attend an evening meeting.
- An additional follow-up meeting will be offered at the school's open house as scheduled on the district's calendar to remind current parents of our Title 1 status and the process for participation.

COMMUNICATIONS

Crockett County Middle School will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:
 - The Parent and Family Engagement Policy will be distributed to every family as a section in the Parent Student Handbook which all families receive. This handbook is available in Spanish for families that request a copy. Notice of availability is printed in Spanish at the beginning of the English language handbook so that parents are aware a Spanish version is available, and they may request it.
 - In addition to the Parent-Student Handbook, both English and Spanish copies of the Parent and Family Engagement Policy are available in the office and public waiting areas of Crockett County Middle School.

SCHOOL-PARENT COMPACT

Crockett County Middle School will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

- The School Parent Compact, developed jointly with parents and school personnel, outlines how parents, school staff and students share responsibility for improving student academic achievement.
- This is accomplished in part by addressing homework, discipline, and attendance as factors that affect the level of student achievement.
- The Compact describes the school's responsibilities to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's academic standards.

COORDINATION OF SERVICES

Crockett County Middle School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support families in more fully participating in the education of their children by:

- Working closely with the local 4H organization in supporting activities that encourage parents to attend and participate in events supporting their children. The school makes every effort to provide facilities at no charge in order to facilitate getting parents and community members into our school environment.
- Continuing our Partnership with LeBonheur Children's Hospital to provide on-site access to basic health care, especially issues directly affecting the student's educational opportunities.
- Crockett County Middle School also partners with Pathways to provide counselling and other educational support to both families and students.

BUILDING CAPACITY OF SCHOOL STAFF

Crockett County Middle School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to

reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

- All school employees will receive professional development focusing on the importance of a good working relationship between parents and the school.
- Staff Leaders will have the opportunity to attend off-site professional development and bring lessons-learned back to the rest of the CCMS staff.
- Staff members will be encouraged to constantly seek opportunities to engage families in on-campus activities that will strengthen the family-school bonds in working together for their children.

Crockett County Middle School will provide other reasonable support for parent and family engagement activities under Section 1116 as families may request by:

- Being receptive to requests from parents and families for areas they identify to us as necessary in helping them help their children with the educational process.
- Responding promptly to formal and informal suggestions regarding ways to improve family involvement in our community.

STUDENT ACCEPTABLE USE PROCEDURE

District-Provided Access to Electronic Information, Services, Equipment and Networks

USE OF DISTRICT-PROVIDED INTERNET ACCESS Electronic resources are available to students in Crockett County Schools in support of the mission and goals of the district. Students utilizing the district provided electronic resources must receive permission from, and be supervised by, Crockett County Schools' staff. Students are responsible for appropriate behavior on-line just as they are in a classroom or other area of the school. Access is a privilege, not a right.

All students shall participate in an Internet safety instruction program which shall be integrated into the district's instructional program in grades K-12

ELECTRONIC MEDIA STORAGE

Electronic media storage will be treated like a school locker and is subject to inspection by school officials. Network administrators, school site administrators, and teachers may review files and communications under the same standards set for inspection of school lockers in order to maintain electronic media integrity and ensure that students are using the system responsibly. Files stored on district servers are not private nor will they be maintained indefinitely.

PERSONAL DEVICES

While personal computers, electronic devices, and digital storage media can be beneficial to the educational process, such items have the capacity to become distractions and to convey material that is unsuitable for the school environment. Therefore, students may NOT use personal computers and/or other personal electronic devices on school property. The use of digital storage media (ie. Diskettes, Jump/Thumb Drives, External Hard Drives, Memory Cards, etc.) at school must be related to instruction or sanctioned school activities. If brought onto school property, these devices are subject to search and may be confiscated pending review of appropriate disciplinary action.

ELECTRONIC MAIL

Student email accounts may be issued by the district. Students may not use email accounts other than District issued accounts while at school. Students will be required to receive training on the appropriate use of this email account. Inappropriate language, harassment, or any illegal activity in the use of this account may result in the loss of system

privileges and/or other disciplinary measures. By using the school provided email account, the student agrees to the following:

1. All email sent using an account provided by the district must be school related and must abide by all guidelines outlined here. The student will immediately report any threatening, obscene, or harassing email to school staff and will not show the information to another student. The student will not share email passwords with others and is responsible for all email sent through the school provided account.
2. Sending any type of email that includes material in violation of any law or CCS policy is prohibited. This includes, but is not limited to, copyrighted, threatening, pornographic, or obscene material.
3. All email sent through this account can be monitored for content violating the terms of this agreement.

WEB PUBLISHING

Crockett County Schools' web site has been established as a dynamic forum to educate and inform the public. It serves as a communication vehicle to publicize the goals, accomplishments, activities, and services of the district and of each school. Intended audiences include students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the district.

To safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture of that student on any Crockett County Schools' web site. Likewise, personal information about students will not be published.
2. Student work may be published on a Crockett County Schools' web site without express written consent of the parent or guardian under the following guidelines:
 - *Grades PK-12 - Authors of electronically published work may be identified only by first name.
 - *All student work published must pertain to a class project, course, or other school-related activity.
3. Web page documentation may not include any information that indicates the physical location of a student at a given time.
4. Filenames for web pages and images should be checked to ensure that students' names do not appear in the name. (e.g., johndoe.gif)
5. Personal web pages for students are not permitted as part of Crockett County Schools' web sites. Links to personal student web pages from Crockett County Schools' web sites are likewise not permitted.

FAMILY RESPONSIBILITY

Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication. The Board believes that the benefits to students from such access exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, Crockett County Schools support and respects each family's right to decide whether or not to approve independent access and communication.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, movies, and other possibly offensive media. Schools will use existing avenues of communication to raise awareness and inform parents about Internet safety.

PROHIBITED USES OF DISTRICT-PROVIDED ACCESS TO ELECTRONIC RESOURCES

The district shall take measures designed to protect students from child pornography and obscenity as well as other materials that are harmful to minors in accordance with 47USCS and the Children's Internet Protection Act (CIPA).

The following uses of district-provided access to Electronic Resources are not permitted:

1. Using the CCS Network for, or in support of, any illegal purposes.
2. Using the CCS Network for non-instructional purposes.
3. Using the CCS Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material.
4. Using the CCS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or "stalk" another individual.
5. Knowingly spreading "malware" or malicious software.
6. Sharing any personal login information with anyone except CCS staff members or using another student's login information.
7. Revealing personal information such as complete name, address, telephone number, identifiable photos without permission from the teacher and parent or guardian.
8. Using email accounts other than those provided by the District on the CCS network.
9. Using email (provided by the district) for communications that are not directly related to instruction or sanctioned school activities.

10. Using personal computers, cell phones, PDA's or other personal wireless devices to access the CCS network infrastructure without the permission of a Technology Department staff member.
11. Attempting to gain unauthorized access to sensitive or private data.
12. Attempting to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators, including the creation and use of proxy servers.
13. Intentionally monopolizing CCS electronic resources by such things as downloading unauthorized files, creating peer-to-peer networks, and participating in multi-user games.
14. Connecting a CCS computer to any other service provider while also connecting to the CCS network via Ethernet or a wireless access point; and
15. Using electronic resources for any purpose inconsistent with the system's discipline policies or code of conduct.

SANCTIONS

Violations may result in loss of access. Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

Crockett County Education Technology Consortium Internet Use Agreement

STUDENT SECTION:

I have read the CCETC Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access privileges can be terminated, and I may face other disciplinary measures.

PARENT OR GUARDIAN SECTION:

As the parent or legal guardian of this student, I have read the CCETC Internet Use Agreement and grant permission for my child to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

****By signing the form indicating that you have received a copy of the student handbook and will be responsible for its policies, you are also agreeing to the above stipulated terms.**

Crockett County Schools Student Technology Usage Policy

Because all computer hardware and software belong to the Crockett County Board of Education, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Students/employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

The board supports the right of students to have reasonable access, whether in use at school or at home, to various information formats and believes it is incumbent upon students to use this privilege in an appropriate and responsible manner.

The director of schools has developed and implemented 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 to any computer
 - 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

INTERNET SAFETY MEASURES

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use, and dissemination of personal information regarding students

- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic, or harmful to students
- Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials deemed harmful to minors
- Maintaining and securing a usage log
- Monitoring on-line activities of students

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

Complaints alleging a violation of the internet safety measures shall be submitted Keith Eason, Technology Director, Crockett County Schools. Contact information is on the district website: crockettcavs.net. All complaints shall be reviewed to determine how to appropriately respond. By signing this handbook, you are confirming that your student will follow the Crockett County Schools Student Technology Usage Policy.

Mental Health FIRST AID

from NATIONAL COUNCIL FOR MENTAL WELLBEING

Referral Resource Guide

Tennessee

IN AN EMERGENCY OR CRISIS

For assistance in an emergency

Dial 911

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

(press 1 for veterans, 2 for Spanish)

National Runaway Safeline

1-800-621-4000

Tennessee Suicide Prevention
Network

615-297-1077 Misty

Leitsch, Director

tspn.org

Tennessee Crisis Resources:

National Child Abuse Hotline 1-800-4-A-CHILD (1-800-422- 1-800-787-3224 (hearing impaired line)

DOMESTIC VIOLENCE, ABUSE, AND SEXUAL ASSAULT RESOURCES

4453) TN Child Abuse Hotline

877-237-0004

Reports can also be made online at
apps.tn.gov/carat/

National Domestic Violence Hotline

1-800-799-SAFE (7233)

State Crisis Line: 1-855-CRISIS-I (1-855-274-7471)
or text "TN" to
741741

Calls to the state crisis line can be redirected to the
local numbers below. To reach an agency directly:

Youth Villages

866-791-9221 (North Middle TN)

866-791-9222 (South Middle TN)

866-791-9227 (Rural West TN)

866-791-9226 (Memphis Region)

866-791-9224 (East Region)

866-791-9225 (Southeast Region)

Mental Health Cooperative

615-726-0125 (Davidson County)

Frontier Health

877-928-9062 (Upper East TN)

Helen Ross McNabb

865-539-2409 (East TN)

National Sexual Assault Hotline

1-800-656-HOPE (4673)

RAINN (Rape, Abuse & Incest National
Network)

1-800-656-HOPE (4673)

www.rainn.org

Service Animals in Schools Policy

Crockett County Schools acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms and at school functions, as required by the Americans with Disabilities Act, 28 CHR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Director of Schools at 102 North Cavalier Drive, Alamo, Tennessee 38001, and must contain required documentation of vaccinations. This written request must be delivered to the Director of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles.
4. All service dogs must be spayed or neutered.
5. All service animals must be treated for and kept free of fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal".
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions, will be handled on a case-by-case basis, considering:
 - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
 - b. Whether the handler has sufficient control of the miniature horse.
 - c. Whether the miniature horse is housebroken.
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
 - a. The animal is out of control and animal's handler does not take effective action to control it.
 - b. The animal is not housebroken.
 - c. The animal's presence would "fundamentally alter" the nature of the service, program or activity.
13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
15. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
16. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the direction of the building administrator.

Reference: ADA Regulations, 29 CFR Part 35 (as amended, 2010)

Crockett County School District Code of Conduct for Families, Volunteers, and Visitors

I. Statement of Purpose

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile. Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

- Benefits for Students:
- Improved student achievement, including math and reading scores;
- Higher motivation to excel in school;
- Better school attendance;
- Improved behavior at home and school; and
- Better social skills and adaptation to school.

Rewards for families:

- The opportunity to closely monitor their child's performance and recognize and address any difficulty they might be having in school;
- Better relationships and communication with teachers; and
- Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

Advantages for the School Community:

- Immediate access to garner family support on school initiatives;
- Improved teacher morale;
- Higher ratings of teachers by parents, which can boost their reputation in the community; and
- Involved families can become powerful allies to engage communitywide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Crockett County school district. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in ***ensuring that every student attains high***

academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should **start with assuming good intentions in others**. We also should all make a sincere effort to appreciate each other's perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other's time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can't be reached.

II Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

III. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Convey a supportive attitude toward education and the district;
3. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children's friends;
4. Review the student's school handbook with their child and review the student's individual rights and responsibilities with them;
5. Model, for students, appropriate behavior and adherence to policies and procedures;
6. Discuss with students expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;

7. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
8. Ensure that students bring only items appropriate and related to the instructional program at school;
9. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
10. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
11. Inform school officials of changes in the home situation that might affect student conduct or performance; and
12. Provide a place for study and ensure homework assignments are completed.

IV. Public conduct on school property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a “visitor.” All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor’s name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises.

Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

V. Conduct Prohibited on school property

No person shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else’s child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;

4. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;

21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

VI. Tips for families, Volunteers and Visitors

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

o Organize Your Thoughts

Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.

o Stay Calm—Maintain a Civil Tone

Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”

o Clarify, Rather Than Assume

If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.

o Be Flexible

Recognize that problems can be solved in more than one way. Be open to alternative solutions.

o Keep Records Make notes of meeting dates and times, who you talked to, and what was discussed.

Save copies of letters, forms and other material related to your concern.

VII. Consequences for Violating the Code of Conduct (verify)

Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the

school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

A. Level 1 Offense

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.

Consequences:

1. First Infraction: Verbal Warning
2. Second Infraction: Administrator/Parent Training Session
3. Third Infraction: Formal mediation

B. Level 2 Offense

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the 8 district's actualization of its right to pursue a civil or criminal legal action. Repeated Level 1 offenses may also qualify as a Level 2 offense.

Consequence:

Issuance of a formal "No Trespass Letter" from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the school system.

When an individual commits a Level 1 offense (second infraction), the principal will notify the Director of Schools, or a designated representative (including the school resource officer) who will facilitate appropriate training. A period of not less than 30 days will be provided to complete training. Failure to complete training requirements will result in escalation to a Level 2 offense.

At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal is required and completion of an identified training session through the office of the Director of Schools will be required before privileges are restored.

VIII. Right to Appeal

Level 1 offenses are not appealable.

If an individual would like to appeal a Level 2 offense, a written request with supporting evidence must be submitted to the Director of Schools (or an appointed designee) within five (5) calendar days of the imposition of the consequence. Contact information for school

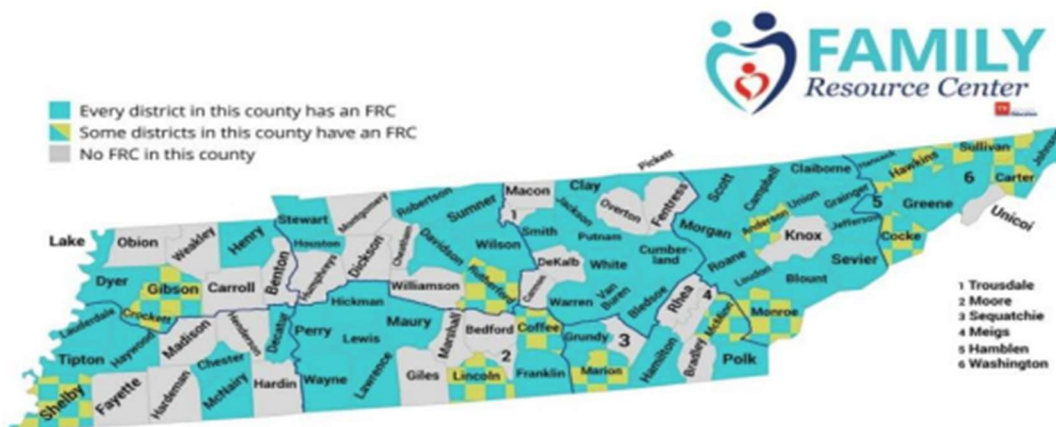
staff can be located on the school's official website. Upon receipt of a request to appeal, the appointed designee has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board. All appeals should be requested and responded to in a timely manner.

IX. Resources

The Tennessee Department of Education (TDE) website has numerous resources available to aid families and communities in supporting students and local schools. The TDE website can be found at <https://www.tn.gov/education/families/family-community-engagement.html>.

A. Tennessee Family Resource Centers

The Family Resource Centers are located throughout Tennessee, as shown in the image below. These centers are in place to help engage with families and assist them in supporting their student(s).



All information located herein shall conform to Tennessee Law, the Tennessee Department of Education, the Tennessee Board of Education and local school board policies.

Crockett County Middle School 2025-2026 Handbook Receipt Form

Please complete this form and sign in the places indicated. Your signatures below indicate that you have read and understand that you are responsible for the information that this handbook contains, including the technology/internet use agreement and residency statement reprinted below. Return the signed form to your homeroom teacher.

Student Name: _____

Address: _____

City: _____ County: _____ Zip: _____

Homeroom: _____ Grade: 6 7 8

Student Signature: _____

Parent(s) Signature: _____

Crockett County Education Technology Consortium Internet Use Agreement

Student Section:

I have read the CCETC Internet Use Agreement. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access privileges can be terminated, and I may face other disciplinary measures.

Parent or Guardian Section:

As the parent or legal guardian of this student, I have read the CCETC Internet Use Agreement and grant permission for my child to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

Residency Section:

I am also verifying that I am a legal resident of Crockett County, or I have filed an out-of-district form requesting to attend Crockett County Middle School. Failure to disclose accurate residency information may result in immediate dismissal from CCMS.

Textbook Section:

I am also acknowledging that I am responsible to pay for any textbooks that are lost or damaged by my student.