

# **CARTER MIDDLE SCHOOL**

**Student Handbook  
2025-26**





204 N. Carter School Road  
Strawberry Plains, TN 37871  
Phone: 865-933-3426  
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www.carterms.knoxschools.org



***Mission Statement: The mission of Carter Middle School is to develop the whole student, emphasizing academics, and social-emotional skills, in a safe and positive learning environment.***

## ***WELCOME TO CARTER MIDDLE SCHOOL***

### **SCHOOL HOURS**

School hours are 8:30 A.M. until 3:30 P.M.  
School office hours are 7:30 A.M. - 4:00 P.M.  
School Hours on Half-day are 8:30 A.M. to 12:00 P.M.  
Doors Open at 7:30 A.M.

### **TELEPHONE**

The telephone number at Carter Middle School is (865) 933-3426. Due to a large number of students at Carter Middle School we ask that parents not ask the office to relay messages to students unless it is an EMERGENCY! Students must have permission to use the telephone. Permission to use the school phone will be made through the supervising teacher. Students using or attempting to use the phone without permission will be subject to disciplinary action. The office telephone should not be used for non-school related matters.

### **PARENT COMMUNICATION**

Carter Middle School teachers will use a variety of methods to keep parents up-to-date on their student's progress (webpages, agenda books, phone calls, e-mail, conferences, etc).

Each teacher will send home a letter at the beginning of the year to inform parents of the method(s) that will be used. You may schedule a parent-teacher conference by contacting the school secretary at (865) 933-3426.

Parent Portal is a service provided to parents so that they may check their student's grades any time via internet access. More information on this valuable tool will also be provided to parents by contacting the school office.

You may call the school office to make arrangements to pick up books and assignments when a student has been absent. Remember to allow 24 hours for teachers to compile work. Students are encouraged to request work when they know in advance that they will be absent.

### **PTSA**

Carter Middle School has an active PTSA. Parents and students are encouraged to join and to participate. Membership forms and announcements of meeting times will be sent home with your child.

### **VISITATION POLICY**

ALL visitors MUST report to the office and obtain a "VISITOR PASS". If a parent/guardian needs to see his/her child during the school day, identification will be required AND the individual must be listed on the student profile.

### **SPECIAL EDUCATION SERVICES**

Knox County Schools provides a continuum of services for students who qualify for special education under the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Vocational Rehabilitation Act. If you feel your child might require special services and want Knox County Schools to provide services, contact the school to which your child is zoned or call Pupil Personnel Services at (865) 594-1535. If records are available for review or other information that the school might need in order to provide these services, please sign and return a release of information form. Forms are available at your child's zoned school. NOTE: Certain laws/regulations pertaining to IDEIA/504 students may affect some Carter Middle School policies/procedures.

## **FREE OR REDUCED PRICE LUNCH**

All information and applications for KCS lunch programs are available on-line through the Knox County Schools website under the tab For Families. Breakfast \$2.25. Lunch \$3.50.

## **FEES**

A student fee is requested at the beginning of each school year to pay for supplementary materials in the areas of language arts, mathematics, science, social studies, reading, health, art, technology, P.E., etc.

The school, within limits set by the Board of Education, determines the amount of student fees. Parents and students are informed of the specific amounts at the beginning of each school year.

## **SALE OF SCHOOL ITEMS**

School pictures, yearbooks, etc. are available at appropriate times of the year. The price of these items is determined yearly by the cost of production. Students are not permitted to sell private items at school per school board policy.

## **ATTENDANCE**

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session. For these reasons, the Knox County Board of Education has adopted the following policy on student absences. Acceptable (excusable) conditions for students being absent from school include:

1. Personal illness;
2. Illness in family temporarily requiring help from the child;
3. Death in the family;
4. Recognized religious holidays regularly observed by persons of the student's faith;<sup>1</sup>
5. Verifiable family emergency

6. For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:

An excused absence for one day when the member is deployed, an excused absence when the service member returns from deployment, and excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. Students participating in school-sponsored activities whether on or off-campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

**Reference KCS Board Policy J-120 - Attendance**

## **ABSENCES, TARDIES, & EARLY DISMISSALS**

In addition to Knox County Board of Education policy, the following procedures will be in effect at Carter Middle School:

1. All notes regarding absences must be presented to the front office the day the student returns to school. For excused absences, students will be given up to three (3) days to obtain all work, then as many days as they were absent to make up the work, once the work is obtained.

It is the student's responsibility to obtain work and make arrangements with the teacher for timely completion.

2. Students are expected to be on time to school and to all classes each day. Tardies will be recorded as excused or unexcused in the school office. Excused tardies must be due to student illness (a note from parent/guardian must be presented in the office stating circumstances), medical appointment (a note from the doctor must be presented stating circumstances), bus failure, or approval of the principal or assistant principal. A student tardy to school for reasons other than the above will be considered UNEXCUSED!

3. If a student must leave during the school day due to illness or medical appointment, a parent/guardian must come to the school office and sign the student out. For your child's safety and protection, the person checking the student out **MUST** be on the student's profile and identification must be presented. No faxes or phone calls will be accepted for early dismissal or alternative route home. Due to the demands of afternoon dismissal in the classrooms and office, we will be unable to call students for early dismissal after 3:00. A note must be sent the following school day to request make-up work for the student. This note must be given to the front office immediately upon return to school. The State Department of Education requires that a student be in attendance 3 hours and 30 minutes of a school day to be counted as "present" for the day.

## STUDENT DRESS CODE

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed in all Knox County Middle and High Schools:

1. Pants must be worn at the waist. No sagging allowed.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
6. Skirts, dresses, and shorts must be beyond mid-thigh length.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The administration should strive for consistency so the dress code is applied evenhandedly to male and female students.

The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."

This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the middle and high school directors for review and recommendation to the Director of Schools and the Board of Education.

### **KCS Board Policy J-260 - Dress Code**

## WIRELESS COMMUNICATIONS DEVICES

To align with this law, the Knox County Board of Education adopted Policy J-240, outlining how the law will be implemented in Knox County Schools.

**Beginning this school year, students will be required to store all personal wireless communication devices out of sight throughout the school day.** This means students will **not** be permitted to use personal devices during school hours, unless:

- A teacher has been authorized by the school to allow use for specific educational purposes;
- A student needs to use a device for an emergency or to manage a health condition; or
- A student is authorized to use a device through their IEP or 504 plan.

Students may continue to use their district-issued Chromebook for instructional purposes, when applicable.

In the event of an emergency, schools will contact families directly using ParentSquare.

Schools will provide more information about expectations and device storage procedures before the first day of school.

### **Reference KCS Board Policy J-240 - Use of Personal Communication Devices in School**

## **GRADE REPORTING AND GRADING SCALE**

All class grades are cumulative, representing all classwork from the beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations, and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

### **Grade Percentage Range**

A 90 - 100

B 80 – 89

C 70 – 79

D 60 – 69

F 0 - 59

The Tennessee Comprehensive Assessment (TCAP) results will compose 10% of second semester grades in math, reading/language arts, science, and social studies for students in grades 3 - 8.

## **LOCKERS**

Lockers are the property of Knox County Schools and are subject to search. Students are to take care and use their assigned lockers only (only magnetic decorations on the inside of the locker are permitted.). Any type of decorations on the exterior is NOT permitted. Students who want to use a lock must provide their own lock. Students should give a copy of the combination or extra key to their Homeroom teacher to have on file.

## **BOOK BAGS**

*Students may carry String Bags and Backpacks during the school day in between classes.*

## **SNACKS/DRINKS/ETC.**

Snacks, drinks, etc. are permitted only with permission of staff/administration. Individual teachers will have the final decision on whether these food items may be consumed in their classrooms. No outside containers are allowed at school. Violators will face disciplinary action.

## **CAFETERIA RULES FOR FOOD AND DRINK**

- All food and drinks must be consumed in DESIGNATED AREAS only, unless by special permission.
- Eating areas are to be left clean and trash-free and trays properly returned to the designated area.
- Visitors are not permitted in the cafeteria during lunch periods without administrative approval.
- Each student is to use his/her personal cafeteria number only. This number is not to be used by any other student, with or without the permission of the owner.
- Students must present all food and drink items to a cashier for payment. Food or drink not presented and paid for will be considered stolen, and appropriate disciplinary actions will be assigned.
- All school behavior guidelines should be followed during lunch.
- No food and drink (except water) is permitted in classrooms or other instructional areas except by special permission.

### **Cafeteria Expectations**

- Maintain all hallway expectations until seated.
- **Wireless communication device expectations will be followed in the cafeteria.**
- Sit in your assigned area.
- Get all items through the line the first time.
- Demonstrate appropriate behavior at all times.
- Communicate with students at your table only.
- Clean your area before leaving.

## **BUS TRANSPORTATION**

See Knox County Bus Code and Expectations in this handbook. Students are only allowed to ride their assigned bus except in the event of an emergency. In these situations, a note must be brought to the office prior to 9:00 A.M. An administrator must approve all emergency bus riding changes.

## **BUS CONDUCT AND EXPECTATIONS**

Bus transportation is provided for Knox County students who live outside the Parental Responsibility Zones (PRZ) for each school. A map of these zones, as well as a listing of bus stops and pick-up times, is available in the Guidance Office or the Knox County Transportation Office.

Discipline on our school buses is a priority in order to ensure the safety of all children. Bus transportation provided by the Knox County School System is considered to be an extension of the school day. Therefore, just as appropriate behavior is expected in the classroom, it is expected on the bus. Knox County bus rules are posted on each bus; failure to cooperate with the driver may result in

the removal of student riding privileges and/or suspension from the bus.

<p><b>LEVEL I VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>• Eating or drinking on the bus</li> <li>• Failure to remain seated</li> <li>• Improper boarding/departing procedures</li> <li>• Refusing to obey the driver</li> <li>• Loud, rude, or abusive behavior</li> <li>• Profane language/obscene gestures</li> <li>• Any behavior jeopardizing the safety</li> <li>• Other</li> </ul>	<p><b>LEVEL II VIOLATION</b></p> <ul style="list-style-type: none"> <li>• A third violation of Level I behavior</li> <li>• Tampering with bus equipment</li> <li>• Fighting/pushing/tripping</li> <li>• Bringing articles aboard the bus of injurious or objectionable nature</li> <li>• Destruction of property (Principal to determine if parent/guardian is responsible for damages and the appropriate amount.)</li> <li>• Possession and/or use of tobacco products</li> <li>• Profane language/obscene gestures</li> <li>• Throwing objects in or out of the bus</li> <li>• Hanging out the bus window</li> <li>• Other</li> </ul>	<p><b>LEVEL III VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>• A third violation of Level II behavior</li> <li>• Physical assault/verbal threat directed to the bus driver</li> <li>• Attempting to set fire to seat, hair, clothing, etc.</li> <li>• Possession and/or use of alcohol, drugs, or drug paraphernalia</li> <li>• Possession of weapon</li> <li>• Use of chemical substance with intent to do bodily harm</li> <li>• Unapproved use of emergency exits on the bus</li> <li>• Other</li> </ul>
<p><b>CONSEQUENCES – LEVEL I VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>• Written reprimand (maximum 1 warning)</li> <li>• Bus riding suspension (3 to 5 days)</li> <li>• Out-of-school suspension</li> <li>• Assigned seating</li> </ul>	<p><b>CONSEQUENCES – LEVEL II VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>• Bus riding suspension (minimum 5 school days)</li> <li>• Repeat occurrence of Level II violation (minimum 15 school days bus riding suspension)</li> <li>• Out-of-school suspension</li> </ul>	<p><b>CONSEQUENCES – LEVEL III VIOLATIONS</b></p> <ul style="list-style-type: none"> <li>• Bus riding suspension (minimum 30-maximum 180 school days)</li> <li>• Out-of-school suspension</li> <li>• Action by the Board of Education (up to and including expulsion)</li> <li>• Appropriate legal action</li> </ul>

**WALKERS**

Students who walk to/from school must enter and exit the building through the front lobby. Students are to enter the building immediately upon arrival and go to the designated area.

Students will be admitted to the building at 7:30 A.M. and will be released to the front lobby for departure at 3:30 P.M. Walkers are expected to leave the campus immediately upon being released at 3:30 P.M. No loitering, please.

**CAR RIDERS**

Car rider drop-off and pick-up occur in the back at the Gym entrance. Students are to enter the building immediately upon arrival and go to the designated area. Students will be admitted to the building at 7:30 A.M. and will be released to the Gym exit for departure at 3:30 P.M. Parents should not drop off or pick up students in the bus rider lanes or the staff parking lot. Please be aware that supervision for students awaiting their afternoon ride ends at 4:00 P.M. After 4:00, for safety reasons, students must wait for parents in the front lobby.

**EMERGENCIES/DRILLS**

Students will exit and re-enter the building moving silently, quickly, and in an orderly fashion along the prearranged route/procedure. Students causing a disruption during a drill will be subject to disciplinary action.

**DEADLINES AND RESPONSIBILITY**

Individual teachers, teams, and other school officials at Carter Middle School have the authority and responsibility to impose deadlines for submission of work, notes, permission slips, money, etc. Since one of our goals relates to teaching student responsibility, please do not expect school administration or teachers to extend or ignore a deadline.

**DAMAGE TO SCHOOL OR BUS PROPERTY**

Students who damage school property/equipment or who damage seats, windows, etc., on school buses will be required to pay for the repair or replacement of said property. This financial restitution will be in addition to other disciplinary action taken by the school for the incident. Such disciplinary action may involve suspension from bus service. (Knox County Board Policy)

**LIBRARY / MEDIA CENTER**

Carter Middle School Library/Media Center offers a collection of books, periodicals, and technology to meet the academic and recreational needs of students. All materials are selected with the student in mind. The library staff is here to assist each student in locating resources for research or a book for recreational reading. Students are welcome to visit the library during school hours, 8:00 A.M. until 3:45 P.M. *All users of the library are expected to return materials on time. Paying for library items that are lost and fines*

*for overdue books is the student's responsibility.*

#### **TECHNOLOGY DEVICE USE (Chromebooks)**

- The care of the district technology device is the student's responsibility. Students should not lend their technology device to another person. Each technology device is assigned to an individual student and the responsibility for the care of the technology device rests solely with that student.
- Students should never leave the technology device unattended. When not in a student's possession, the technology device should be in a secure, locked environment (For example, students are strongly encouraged to have locks on their school lockers).
- Students need to charge their technology device each night at home so that it is fully charged when they arrive at school each day.
- Failure to bring the district issued technology device (no personal home device) or other class materials does not release a student from his/her responsibility for classwork. If a student repeatedly fails to bring materials to class, including the technology device, progressive discipline procedures will be followed.
- **The technology device is the property of the Knox County Schools and may be collected and inspected at any time. Students have no right to privacy for any material on a district technology device.**
- Each technology device has a unique serial number and asset tag. Students should not modify or remove the tag. *Students should not write on, draw on, or add stickers or labels directly to the technology device.* No form of tampering will be permitted. Students will be charged for the removal and/or replacement of parts that have been modified. This charge is not covered by the purchased insurance. Students should not use abrasive cleaners on devices.
- **It is the student's responsibility to back up projects and content.** Students may want to purchase a flash drive for this task or plan to store their materials in "the cloud."
- If a student's technology device is not working or is damaged, students should report the problem immediately to the school.
- If a student's technology device is lost or stolen at school, the student should report the loss immediately to the school administration. If a student's technology device is lost or stolen outside of school, parents/guardians should report the loss immediately to the local police and obtain a police report.
- Students are responsible for using the technology device according to school and district policies and procedures.

#### **SCHOOL CHROMEBOOK DISCIPLINE POLICY**

1. First Offense- teacher's classroom management system, warning, and taken up for the class period.
2. Second Offense- Contact parent and taken up for the class period.
3. Third Offense- Office Referral

#### **TECHNOLOGY DEVICE GUIDELINES AND EXPECTATIONS**

##### **Care & Maintenance**

- ❖ Devices should NEVER be picked up by the lid. Students should close the technology device before it is picked up.
- ❖ When carrying the device to and from school campus, it is expected that the device will be placed in a backpack, bag, or other carrying case. Be cautious what other items are in the backpack that may bend or crack the device screens. Backpacks should not be tossed or smashed while the device is inside the backpack, as this can cause damage to the device.
- ❖ It is recommended that if students use a backpack, then the technology device should always be placed in the backpack with the port-side facing up to keep pencil lead and other debris from jamming the ports. Remove any USB or other peripherals from the device before carrying it or placing it in the backpack.
- ❖ Technology devices should be kept at room temperature and should NOT be exposed to extremes of hot or cold. Students should **NOT LEAVE their technology device IN AN AUTOMOBILE. Students should not leave their technology device outside.**
- ❖ Liquids and food should not be used/consumed in the vicinity of the technology device.
- ❖ Cleaners, sprays, alcohol, ammonia or abrasives should not be on the technology device. Devices should be cleaned with a soft, lint-free cloth.
- ❖ Device should remain in the protective cover installed by the school at all times. Devices should not be in a place where someone could accidentally sit or step on it.

##### **Technology Device Parent/Guardian Guide**

**Additional resources can be found at [www.common sense media.org](http://www.common sense media.org)**

- ❖ Monitor your child's home use of the Internet with the technology device.
- ❖ Provide a place in an open area of your home, such as the kitchen or family room, where the technology device will be used.
- ❖ Use the Internet with your child to help develop safe Internet habits.
- ❖ Frequently ask to see your child's technology device and ask how it is being used.
- ❖ Review with your child the programs installed on the technology device and ask them what each program does.
- ❖ Do not hesitate to contact your school if you have any questions or concerns about the technology device.

## **REPAIR AND REPLACEMENT GUIDELINES**

The following is designed to be a guide and reference for dealing with issues related to student technology device damage with the understanding that the goal is for every student to have an operational device. Typically issues will arise over one of the following: Theft, Non-preventable Damage, Preventable Damage/Negligence, and Willful Damage/Recklessness. The Knox County School District offers device insurance for \$20 per student per year. This can be purchased online, and payment plans are available.

*During the time of a review, the student will become a "day user" where they will check out a machine from the help desk each morning and return it before they leave school each day.*

### ***Theft***

- Administrator will meet with the student and parent/guardian to investigate the theft.
- A police report is required to document a theft.
- After a police report is submitted, the student will be a day user during the time of the investigation. Upon finalizing the report, a student should be issued a new device.

***Non-preventable Damage*** (these are rare, but examples might include, but are not limited to: auto accident, house fire, etc.)

- Administrator will meet with the student to investigate the incident and discuss with the parent/guardian as necessary.
- Upon determination of a verifiable accident, the student will be issued another device.

### ***Preventable Damage/Negligence or Willful Damage/Recklessness***

- The parent/guardian and student have accepted responsibility for the technology device and therefore are liable for the cost of the repair or the device replacement (a cost scale available with KCS).
- Administrator will meet with the student to investigate the incident and discuss with the parent/guardian as necessary.
- The student will become a "day user" until the cost of the repair is received.
- The cost of repair will be to the student who caused harm.

The cost of repairs will be assessed for each reported incident. Multiple offenses should be handled appropriately and in consultation with the district office if necessary.

## **SCHOOL COUNSELING**

School counselors are available for group and individual guidance services. Counselors work with academic, personal/social, and career development concerns. Counselors divide caseloads according to the alphabet (France-6th, Deyton-7th, Huebotter-8th). Students must schedule an appointment to see the counselors and have a pass, unless it is an emergency. Students are to fill out appointment requests and then go back to class to be called.

## **EXTRA-CURRICULAR ACTIVITIES**

Many extracurricular activities are offered at CMS. Student participants are expected to maintain appropriate behavior and satisfactory grades. Participation is also governed by each club or group's constitution and/or by-laws. **Any student who receives an out-of-school suspension will be prohibited from attending an extra-curricular activity (athletic events, concerts, or dance) during that suspension and possibly for the remainder of the current nine weeks. There will be no refunds of any prepaid fees for these events.**

\*STUDENTS ABSENT OR SUSPENDED FROM SCHOOL ARE NOT ALLOWED TO ATTEND ANY AFTER SCHOOL FUNCTIONS.

\*IF LATE PICKUP IS A PROBLEM, STUDENTS WILL BE PROHIBITED FROM ATTENDING AFTER – SCHOOL EVENTS.

## **ACTIVITIES EXCLUSION**

Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, special television broadcasts, intramural sports, interscholastic basketball, track, cheerleading, spring field days, cookouts, dances, clubs, etc. These activities are considered privileges, and student participation/attendance is based on the demonstrated ability to properly conduct one's self. Exclusion from certain or all activities for some period of time may be imposed by staff or administration on students who fail to conduct themselves appropriately in classes or at previous activities. Please be advised that students serving OSS are automatically excluded from all school activities during that time.

## **FIELD TRIPS**

If a student receives ISS or OSS after a field trip has been announced, that student will not be eligible and will not attend the field trip. Money that has been paid will not be refundable as we have to pay for trips and transportation costs in advance. Field trips are designed to be educational and fun interactive opportunities that are meant to enhance learning. At the same time, these trips are a privilege and we feel that students have to earn that right through good behavior.

## **PHYSICAL EDUCATION**

State law requires that all students are offered the opportunity to participate in physical education. Any request to waive or alter this requirement must be accompanied by a physician's written statement. An one day excuse, signed by a parent/guardian, is accepted on the same basis as absences from school (5 per semester).

**Appropriate shoes are encouraged.**

## **BAND AND CHORUS**

Band and Chorus are yearlong classes. Due to the content of these classes, they cannot be added at the start of the second semester; however, drops must be made within the first two weeks of the school year. If a student signs up for these classes he/she is expected to remain in the class with all the required equipment for the entire year! Remember that by taking Band or Chorus, a student will reduce the number of other related arts classes available during the school year. An additional fee may be requested for these classes.

## **DANCE POLICY**

The following guidelines apply to all CMS dances:

1. ONLY CARTER MIDDLE SCHOOL STUDENTS in good standing will be admitted. Students who are placed on activities exclusion by the administration for disciplinary and/or academic reasons will not be eligible to attend.
2. Dances shall be held from 3:45 P.M. until 5:15 P.M. unless otherwise approved by the principal. Any parent needing to pick up a student prior to that time must come to the dance entrance and request the student. Parents are not permitted to enter the dance unless approved by the administration.
3. School dress code will be enforced.
4. All school rules and guidelines will apply for behaviors. Students engaged in inappropriate behavior will be asked to call their parents and be picked up immediately. Students may be referred to the principal the next school day for disciplinary action, which may include exclusion from future Carter Middle School extracurricular events.

## **ATHLETIC TEAMS**

Carter Middle School participates in boys' and girls' basketball, track, and cheerleading. While there are other community-sponsored sports, basketball, track, and cheerleading are the only interscholastic teams sponsored by the school system. Students are required to make satisfactory progress in classes (2.0 GPA) and have satisfactory conduct to try-out for and/or participate. No student will be permitted to participate in a game if he/she is absent from school on the day of the activity.

## **THE SPORTSMAN'S CREED**

Our school is characterized by our conduct

We appreciate a good play, regardless of team

We never "boo" or criticize a player, coach or official

We are humble in victory, praiseworthy in defeat

**CHARACTER, NOT VICTORY, IS THE MOST IMPORTANT THING!**

## **RECREATION LEAGUE TEAMS**

The Carter Community is fortunate to have a thriving, year-round sports program run by the Knox County Recreation Department.

However, please be aware that these teams (soccer, baseball, softball, football, "Jr. Pro", basketball, etc.) **ARE IN NO WAY SPONSORED, APPROVED, GOVERNED OR CONTROLLED BY CARTER MIDDLE OR KNOX COUNTY SCHOOLS.**

Though many of these teams use the name Carter Middle School, the school or system disclaims any affiliation or responsibility for these teams and/or any problems arising from someone's participation therewith. Any and all concerns regarding these teams should be made to the coaches involved or the Knox County Recreation Department. The only sanctioned sports/events in Knox County middle schools are boys' and girls' basketball, cheerleaders, and boys' and girls' track.

## **STUDENT EXPECTATIONS**

The mission of Carter Middle School is to develop the whole student, emphasizing academics, and social, emotional skills in a safe and positive learning environment. The staff of Carter Middle School believes that good behavior and discipline are necessary for an orderly school environment. All students should be provided a safe, clean atmosphere in which to work and grow.

Carter Middle School, in partnership with students, their families and the community, is to provide an educational foundation that promotes integrity, self-esteem, and life-long learning. This foundation will help introduce healthy, productive, and responsible citizens to society. Part of this process is working with the students in changing their behaviors and learning to make better decisions. For this reason Carter Middle School has school-wide expectations of all students. Students are expected to rise to our expectations in order to reach their maximum potential to be positive productive students and citizens.

All students are expected to know and follow all expectations and demonstrate their Hornet PRIDE.

EXPECTATIONS	CLASSROOM	HALLWAYS	CAFETERIA	RESTROOMS
Positive	Participate in activities appropriately  Be supportive, cooperative, and helpful to others.  Make positive comments about yourself and others.	Positive interactions with staff and peers	Be polite  Use appropriate language	Be neat and orderly
Respectful	Use appropriate language  Use good manners  Follow directions  Listen to other's point of view without interrupting	Be honest with your destination  Keep hands by your side and to self  Keep quiet in the hallways	Be aware of others around you	Keep to yourself
Involved	Be engaged in learning  Show positive effort on all assignments	Be courteous during transitions  Walk on right side and be aware of others around you	Create a welcoming environment for all	Keep area clean
Dependable	Be on task  Use electronic devices appropriately  Be prepared for class by having all supplies, books, and IPAD	Get to class on time	Get all items through the line the first time  Throw away your trash  Clean up after yourself	Flush and wash hands after each use
Excellence	Turn in assignments  Produce quality work product	Attend all classes and avoid wandering the hallways	Follow cafeteria procedures	Use your time wisely

#### CARTER MIDDLE SCHOOL DISCIPLINARY GUIDELINES

Please note that school administrators are bound by federal, state, and local regulations governing disciplinary matters. These regulations sometimes require that students be treated individually. Also, confidentiality must be protected for all students. If at times it seems that different consequences are applied for similar offenses, please be assured that the school administration is committed to treating all students as fairly as possible, while being responsive to the individual differences of our students when necessary. It is considered a breach of confidentiality for us to discuss a student's discipline with anyone other than his/her parents.

Students are expected to exhibit appropriate behaviors at all times as noted in the CMS Expectations. Students failing to meet expectations will not receive rewards and will have consequences for their behaviors as part of the steps below. Discipline for infractions is cumulative and continuous for the year. Tabulation of infractions towards rewards will restart each 9 weeks. Rewards for positive behaviors will be determined by school staff and celebrated at the grade level and school-wide levels.

When students are disruptive or act inappropriately, school staff and principals are expected to respond logically, appropriately, and consistently to ensure a safe orderly school environment for all students. The KCS Discipline Guidelines describes five levels of behavior, increasing in seriousness from a Level 1 Behavior to a Level 5 Behavior. For example, a dress code violation is a Level 1 Behavior, while bringing a firearm to school is a Level 5 Behavior.

The Discipline Guidelines also includes levels of possible response to inappropriate behavior (Response A through E). Each behavior is assigned to one or more of these levels of response. Principals and school staff should use only the levels suggested for each behavior. Responses and interventions are to be progressive. If a behavior is assigned to two or more levels of response, the lowest level of intervention should generally be used first.

When choosing a higher-level response within the range of possible responses), an administrator should consider:

- the student’s age, health, disability, decision-making ability and prior discipline history.
- the student’s willingness to repair the harm,
- the seriousness of the act,
- the harm caused or the potential to cause, including any injuries, caused,
- the extent of actual disruption to the learning environment, and
- whether the act was intentional

As in the past, each administrator will clearly document the reasons for using the selected response by citing the factors above in the discipline referral. In each case, KCS administrators and staff will ensure consequences applied will minimize the amount of instructional time lost and ensure a safe and orderly learning environment. Suspensions are considered responses of last resort. An administrator is not required to suspend a student unless the behavior is a Level 5, Zero Tolerance Offense.

\*Extended Suspension (suspension over 45 days)- Administrators may consider extended suspension when student behavior or culmination of behaviors pose an on-going safety concern to the school, staff, and/or students. Administrators must notify KCS Grade Level Director (GLD) prior to Extended Suspension

**Discipline Guidelines**

<i>Behaviors</i>	Intervention Response	Suspension Out of School (Under 10 days)	Extended Suspension Out of School (Over 10 days)
<b>LEVEL 1 Behaviors</b>			
Dress Code Violation	A	No	No
Vehicle Violation	A	No	No
Tardy to School	A	No	No
Tardy to Class	A	No	No
Public Display of Affection (PDA)	A	No	No
<b>Level 2 Behaviors</b>			
Repeated Violations of a pattern of Level 1 Behaviors, with evidence of implemented intervention (See mandatory interventions)	A, B	No	No
Class Cut	A, B	No	No
Profanity/Abusive Language in School	A, B	No	No
Unauthorized Area	A, B	No	No
Failure to Serve Detention	A, B	No	No
Inappropriate Physical Contact/Horseplay	A, B	No	No
<b>Level 3 Behaviors</b>			
Repeated Violations of a pattern of Level 2 Behaviors, with evidence of implemented intervention	B,C,D	Yes	No
Cheating	A,B,C	Yes	No
Obscene Material	A,B,C	Yes	No
Possession of Prescription or Non-Prescription Medication	A,B,C	Yes	No
Trespassing on School Grounds	A,B,C	Yes	No
Falsify/Forgery of Records	A,B,C	Yes	No
Disruption of Class or School Environment	B,C	Yes	No
Non-Compliance with Staff Request	B,C	Yes	No
Profanity/Abusive Language to Staff	B,C	Yes	No
Theft of Property (Under \$1000)	B,C	Yes	No
Bus Misconduct	B,C	Yes	No
Possession or Use of Tobacco Products (including Electronic Cigarettes)	B,C	Yes	No

Leaving School Grounds without Permission	B,C	Yes	No
Inappropriate Use of Electronic Device	B,C	Yes	No
Tamper- Fire Alarm	B,C,D	Yes	No
Possession or Use of Fireworks	B,C,D	Yes	No
Vandalism/Damage of Property	B,C,D	Yes	No
Threat Class 1	B,C,D	Yes	No
Fighting	C,D,E	Yes	Yes
Bullying	C,D,E	Yes	Yes
Cyberbullying	C,D,E	Yes	Yes
Harassment	C,D,E	Yes	Yes
Sexual Harassment	C,D,E	Yes	Yes
Possession of Drug Paraphernalia	C,D,E	Yes	Yes
<b>Level 4 Behavior</b>			
Repeated Violations of a pattern of Level 3 Behaviors, with evidence of implemented intervention	D,E	Yes	Yes
Theft of Property (over \$1000)	D,E	Yes	Yes
Breaking/Entering	D,E	Yes	Yes
Gang Activity	D,E	Yes	Yes
Threat Class 2	D,E	Yes	Yes
Under the Influence	D,E	Yes	Yes
Possession Use, or Distribution of Alcohol	D,E	Yes	Yes
Sexual Misconduct	D,E	Yes	Yes
<b>Level 5 Behaviors</b>			
Repeated Violations of a pattern of Level 4 Behaviors, with evidence of implemented intervention	D, E	Yes	Yes
Assault of Staff	D, E	Yes	Yes
Assault of Student	D, E	Yes	Yes
Aggravated Assault of Student	D, E	Yes	Yes
Sexual Battery (Assault)	D, E	Yes	Yes
Possession of Weapon other than Firearm <i>*A lesser disciplinary response may be used following a school-based investigation</i>	E	Yes	Yes
Bomb Threat	E	Yes	Yes
Felony Behavior	E	Yes	Yes
Possession, Use or Distribution of Illegal Drugs	E	NO	(ZT)Yes*
Aggravated Assault and Battery of Teacher or Staff	E	NO	(ZT)Yes*
Possession of Explosive or Incendiary Device	E	NO	(ZT)Yes*
Possession of Handgun, Rifle or Shotgun	E	NO	(ZT)Yes*
			*Mandatory 180 School Days

**Discipline Responses**

Response A	Response B	Response C	Response D	Response E
The student tells his/her side of the story and parent/guardian notified	The student tells his/her side of the story and has the opportunity to write a statement	The student tells his/her side of the story and has the opportunity to write a statement	The student tells his/her side of the story and has the opportunity to write a statement	Student tells his/her side of the story and has opportunity to write a statement
Teacher or designated staff has Restorative Conversation with student	The administrator communicates with parent/guardian and determines whether to involve additional school staff	The administrator communicates with parent/guardian and determines whether to involve additional school staff	The administrator communicates with parent/guardian and determines whether to involve additional school staff	The administrator communicates with parent/guardian and determines whether to involve additional school staff
Teacher or designated Staff determines whether to involve additional school support staff	Documentation of prior interventions is reviewed with the parent/guardian	Documentation of prior interventions is reviewed with the parent/guardian	Documentation of prior interventions is reviewed with the parent/guardian	Documentation of prior interventions is reviewed with the parent/guardian
One or more classroom management strategies or intervention supports are initiated. Student's individual needs and abilities should be considered when choosing interventions.	One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful	One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful	One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful	One or more additional interventions are initiated or revised as appropriate. New interventions should be considered if previous interventions have been unsuccessful
	If necessary, the administrator may assign an alternate learning location within the school for up to two (2) days	If necessary, the administrator may assign an alternate learning location within the school for up to three (3) days OR one (1) to four (4) days of out-of-school suspension	If necessary, administrator may assign five (5) to ten (10) days of out-of-school suspension	If necessary, the administrator may assign eleven (11) to forty-five (45) days of out-of-school suspension or Extended Suspension *(Does not include Zero Tolerance offenses)
		Restorative Conference should be considered upon re-entry depending on the nature and level of harm caused by the behavior	Restorative Conference required upon re-entry to school	Restorative Conference required upon re-entry to school
	If response has been escalated as a result of a repeated pattern of Level 1 behaviors, Administrators could refer student to PIT as an intervention in Response B	If response has been escalated as a result of a repeated pattern of Level 2 behaviors, Administrators could refer student to PIT as an intervention in Response C	NOTE: As with previous practice, any out of school suspension over 4 days requires a Disciplinary Hearing	NOTE: As with previous practice, any out of school suspension over 4 days requires a Disciplinary Hearing

**Disciplinary Terms and Definitions**

**Confiscation:** Items that are prohibited on school grounds or are a distraction will be labeled as to ownership and turned over to the office. These items may be returned to the student or parents at the Administrator's discretion.  
(Note: beepers, cell phones, etc. may be turned over to Knox County Security.)

**Hazing:** Name-calling, inflammatory or disrespectful remarks, harassment (verbal or physical) is prohibited at all times and is subject to disciplinary consequences.

**Off Team/ RLC:** Off team/RLC is a consequence sometimes given for inappropriate behavior. This consequence involves the placement of the student in a special class for at least one-half day with a designated staff member. Students are expected to complete regular academic assignments, participate in some form of school service, and follow the schedule and guidelines outlined by the staff member in charge.

**Out of School Suspension (O.S.S.):** This is a consequence given for persistent misbehaviors of such a serious nature as to warrant being prohibited from school attendance. Students who receive O.S.S. are subject to the following rules:

- The student is not allowed on campus at any time.
- The student is not allowed to attend any school function, including, but not limited to, athletic events, dances, or school performances.

**Long Term Suspension:** Any out-of-school suspension that is longer than four consecutive days is considered “long term.” A disciplinary hearing will be held before any long-term suspension has been given.

**Initial Hearing/Disciplinary Hearing:** When information is received by the Administration indicating that a student has committed a violation that could result in a suspension of more than four days, meetings will be scheduled for the following purposes in the order given below:

Hearing Notification (Includes Administrator and Student + Parent/Guardian)

- To present information concerning the violation.
- To hear the student’s statement or statements of others who may have information relative to the violation.

I.E.P. Team

- To determine if the violation is a manifestation of the Special Ed certification.
- To determine if placement/programming is needed.

Disciplinary Hearing (For Special Ed. if not manifestation and all regular Ed.)

- To determine guilt or innocence.
- To determine the appropriate consequences for the violation.

**Search and Seizure:** According to the Knox County Board Policy Handbook (JCAB), school lockers, backpacks, pocketbooks, etc. are subject to search. (Guidelines concerning such searches are outlined in the Knox County Policy Handbook available in the school office.) Parents will be contacted after the student is searched.

#### **Zero Tolerance Policy**

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors shall be removed from the base school for a period of not less than one (1) calendar year.<sup>1</sup> The Director of Schools has the authority to modify this suspension requirement on a case-by-case basis. Zero tolerance acts are as follows: Any student who while on a school bus, on school property or while attending any school event or activity:

- a. unlawfully possesses a legend drug or any other controlled substance;
- b. knowingly possesses a firearm as defined in 18 U.S.C. § 921;
- c. commits aggravated assault on a teacher, a School Resource Officer (SRO), an officer of the law assigned to patrol a Knox County School property or other employee of the school system.
- d. Possession of explosive or incendiary device

It is the Board’s intent that the Director of Schools exercise his power to modify and ensure that no student shall be out of school for more than two semesters for a zero-tolerance offense. The Director of Schools shall consider each zero-tolerance case for placement in the alternative school program. Reference KCS Board Policy J-194 - Zero Tolerance Offenses.

#### **Restricted Areas**

Students are not allowed in the following areas:

- Parking lots during school hours without administrative permission.
- Rooms or areas designated “Staff Only.”
- Any unsupervised area during classes w/o permission.
- In the building after 4:00 without staff supervision for a school activity.

#### **Harassment, Intimidation, and Bullying or Cyber-Bullying**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying.<sup>1,2</sup> Harassment, intimidation, or bullying is conduct that disrupts both a student’s ability to learn and a school’s ability to educate students in a safe and orderly environment. All Knox County School’s staff is responsible for ensuring this is faithfully implemented in all areas under their purview or direct supervision.

“Cyber-bullying” means bullying undertaken through the use of electronic devices;

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, and:

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, the act has the effect of:

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

If the act takes place off school property or outside of a school-sponsored activity, it 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.

Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes.

**Reference KCS Board Policy J-210 - Harassment of Students and J-211 - Harassment, Intimidation and Bullying or Cyber-Bullying**

[School Safety Report LINK HERE](#)



## RELATIONSHIPS

- No pushing, scuffling, or horseplay
- No harassing, or name-calling
- No P.D.A (public display of affection)
- No Fighting (unacceptable)

## GUIDELINES FOR MEDICATION

No medication of any kind shall be self-administered by students, even with the assistance from school nurses or other school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Over the counter (O.T.C.) medications are included in these regulations. Any student who is required to take medications must comply with the following regulations:

- The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
- Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, time to be administered, possible side effects, and method of storage.
- One medication per form is allowed on the Physician Forms and the forms must be renewed each school year. If the medication is changed, a new Physicians Form is required.
- A parent/guardian signature is required on the Physician Form for the administration of self-medication before a student can be assisted with self-medication.
- All medications, whether prescription or over-the-counter, must be brought to school by a responsible adult. Students may not carry medications of any kind on their person with the exception of asthma inhalers, Epi-pens, or insulin delivery systems with the written permission from a parent and authorization by a medical care provider.
- All medication must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. An over-the-counter medication prescribed for a student must be provided in its original, unopened, unexpired container with the original label and have the student's name written on the container.
- Upon receiving medication at school, the quantity of medication received must be confirmed and documented.
- All medications self-administered must be documented.

School Nurses will monitor the administration, documentation, and storage of all medications.

The parent/guardian is responsible for picking up an unused medication at the end of the treatment or of the school year.

Failure to follow the medication policy may result in a Zero Tolerance offense.

**Reference KCS Board Policy J-352 - Medication**

## GUIDELINES FOR STUDENT MESSAGES, FLOWERS, ETC.

To avoid excessive announcements, interruptions, and the overloading of office personnel, only emergency messages or packages (such as forgotten lunches, lunch money, etc.) from parents or guardians will be accepted for distribution to students during school

hours. Students will be called to the office between classes only. Deliveries such as flowers, balloons, etc. will be distributed to students at the end of the school day. The school will not accept deliveries on high volume days – i.e. Valentine’s Day.

**EQUAL OPPORTUNITY NOTICE**

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County Schools has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law.

Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, Room 909 of the Andrew Johnson Building at (865) 594-1540.

Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be directed to the Title VI, Title IX and ADA Coordinator, Room 1517 of the Andrew Johnson Building at (865) 594-1918 and/or the following:

Title VI Coordinator  
Tennessee Department of Education  
and/or  
The Office for Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, Georgia 30301-2048

**UNSAFE SCHOOL NOTICE POLICY**

Under the Tennessee State Board of Education Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code

Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502

**Reference KCS Board Policy J-290 - Unsafe School Choice**

**KNOX SCHOOL STATEMENT OF COMPLIANCE**

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. KCS will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advisement for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students. The Knox County Schools (TN) continue to be committed in its support of all equity statues as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

**PHILOSOPHY OF PERSONAL CONDUCT**

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among district employees, parents, and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members, and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facilities. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

**EXPECTATIONS:**

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one’s actions.

3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

### RESPONSE TO UNCIVIL BEHAVIOR

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian, or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached this Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

**Reference KCS Board Policy B-230 - Civility Code**



## 2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 <sup>th</sup> and 9 <sup>th</sup> Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

#### **Calendar Summary**

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days

\*In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule.  
Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Carter Middle School is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic and vocational technical standards. The Student Handbook explains the rules and regulations necessary to assure the safety and well-being of each student attending CMS.

Included in this handbook is the harassment, intimidation, bullying and cyber-bullying as outlined in KCS policy J-211. The KCS recognizes that harassment, intimidation, bullying and cyber-bullying have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success.

I have read and will adhere to all CMS and KCS procedures. This includes all threats to harassment, intimidation, bullying and cyber-bullying at Carter Middle School. I commit to refrain from participating in all forms of harassment, intimidation, bullying and cyber-bullying as outlined in KCS policy J-211.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_